

# Pelican Reef Homeowners Association Policy Elections and Voting

## Application

This policy applies for all elections and binding votes of the membership of the Pelican Reef Homeowners Association.

## Procedure

The Board sets the election date and defines the positions to be filled by the election.

100 days prior to the election, the Board appoints an Election Committee to produce election documentation and perform actions assigned within this procedure.

The Election Committee drafts an election announcement, the Board reviews and approves the election announcement. The announcement provides a statement of positions to be filled in the election and the contact information for the Election Committee members collecting candidate names and statements.

90 days prior to the election, the Election Committee publishes the election announcement in the community newsletter or by separate mailing.

The Election Committee collects self-nominated candidates names and Candidate's Statements from candidates desiring to have a statement published in the community newsletter and included in the Annual Meeting and Election Information Package. In the event an insufficient number of candidates self-nominate, the Election Committee actively solicits candidates to provide at least one candidate for each open position.

A prospective candidate can still run for an upcoming BOD position after the Newsletter Announcement has been made. However, it will be their sole responsibility to notify the HOA community of their intention. A prospective candidate can also announce their desire to run for a BOD position at the Open Floor portion of the Annual Meeting, prior to the attending members vote taking place.

The Board provides the Annual Meeting agenda and issues to be voted on. For issues to be brought to a vote, the Board provides a detailed description to be included in the Annual Meeting and Election Information Package.

The Election Committee compiles and coordinates qualified candidates' submissions information, along with the Proxy and Proxy directions for inclusion in the Annual Meeting and Election Information Package.

The Proxy shall direct the member to complete, sign and date the Proxy and return it to either the secured HOA Election Lockbox, mail it to the HOA Management Company or give it to a voting member attending the meeting. The Board may elect to have the Proxy returned to the HOA Management Company, or if such service is not available, return the Proxy to the Election Committee, with delivery no later than 7 days before the election.

The directed Proxy shall generally follow the format of the sample Proxy included in this policy.

The Proxy allows a member, if they desire, to select either a qualified HOA member or Board member to act on their behalf.

All non-directed proxies that are assigned to the Board shall be voted proportional to the remaining HOA votes.

The Annual Meeting and Election Information Package includes: the Annual Meeting agenda and issues to be voted on, election Candidates' Names and Statement from those providing one, Proxy use and return instructions.

The Board reviews and approves the above.

60 days prior to the election, the Election Committee delivers the approved Annual Meeting and Election Information Package to the Management Company.

**No sooner than 60 days prior, and no later than 30 days prior to the election**, the Management Company distributes the Annual Meeting and Election Information Package with Proxy by first class mail to the HOA members.

If a Management Company is not employed by the HOA, the Election Committee shall perform this function.

The HOA member completes, signs, dates and delivers the Proxy to the secured HOA Election Lockbox, mails it to the HOA Management Company or gives it to a voting member attending the meeting. The Board may elect to have the Proxy returned to the HOA Management Company, or if such service is not available, return the Proxy to the Election Committee, with delivery no later than 7 days before the election.

The Management Company shall monitor the HOA Election Lockbox at least 10 days prior to the Annual Meeting and Election to determine if a quorum has been reached. If no quorum has been met, then the Management Company shall immediately notify the Board and Election Committee so that the Election Committee can place phone calls to HOA members who have not returned a Proxy in order to reach a quorum.

The Management Company shall safeguard the returned Proxies and deliver them to the Annual Meeting of the election. If a Management Company is not employed by the HOA, then the Election Committee shall perform this function.

The Management Company or Election Committee shall allow members attending the meeting in person to withdraw their previously submitted Proxy prior to the vote and to vote in person at the meeting.

The Management Company shall tabulate the Proxies and ensure the Proxies represent a single vote for each membership participating. The Election Committee shall be present with the Management Company during this tabulation.

Between 5 and 30 days prior to the meeting date, the Management Company shall generate a list of memberships eligible to vote. Ineligible proxies and votes will not be counted. If a candidate is ineligible to vote, that candidate is ineligible to assume office (Bylaws Article III, Section 8).

Multiple Proxies from a single membership shall be disqualified unless the erring member is present to withdraw the excess Proxy. The total number of Proxies shall be reported to the Board to determine a quorum has been reached.

If a Management Company is not employed by the HOA, then the Election Committee shall perform this function.

If a quorum is not met, the meeting shall be adjourned and restarted once a quorum of Proxies have been received by the Management Company or Election Committee.

If a quorum is met, the Board shall enter a motion to enter votes as directed by the Proxies.

The Proxy votes shall determine the results of the election and issues votes. In the event a candidate on the Proxy is ineligible or unable to assume office, votes for that candidate shall be disregarded in determining the election results.

The Management Company, with the Election Committee present, shall tabulate the votes indicated in the directed proxies and provide the election results to the Board.

The Board shall announce the election and issues vote results at the meeting. The Election Committee shall publish the results to the HOA membership in the next community newsletter.

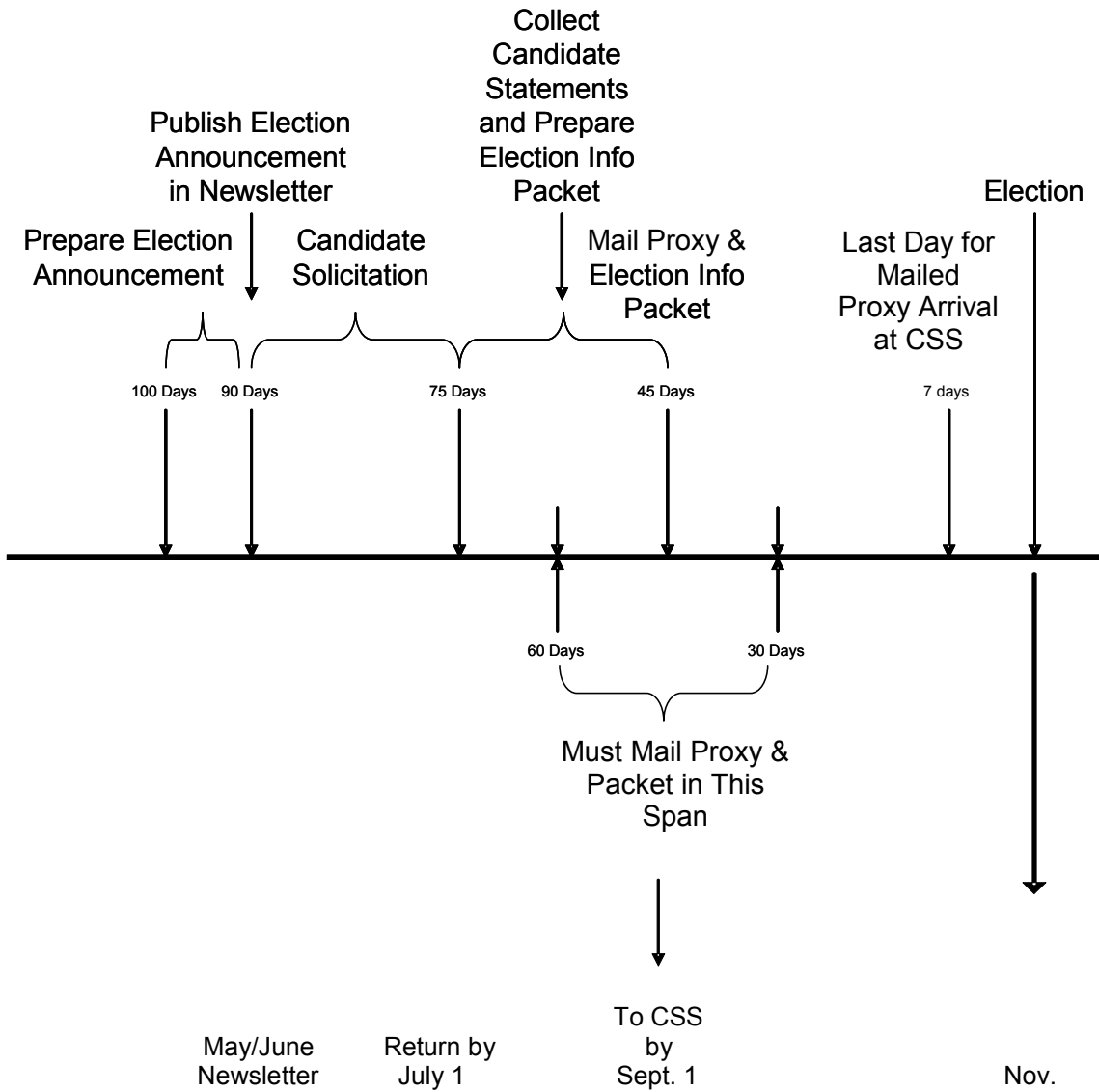
The Proxies shall be stored by the Association Secretary for 3 years and then destroyed by shredding.

#### References

Bylaws - Defines who can run for office

Bylaws - Defines proxies to be used and election notification timing

# Election Timeline



## **Pelican Reef Election Information**

The 2008 Annual PRHOA meeting is not too far into the distance to begin preparations. After considerable investigation of ways to hold our elections, the voting process has been revised this year compared to prior elections.

The election process will now be: 1) submit your directed proxy confidentially in the PR Election Lockbox located at the Clubhouse. The lockbox will be secured and only be accessed by a representative of our Management Company. 2) If you do attend the Annual Meeting after delivering your proxy, you will still have the opportunity to retrieve it and vote directly.

This year we will be using a directed proxy. Unlike an open proxy, the directed proxy lets you vote specifically for candidate(s) of your choosing, similar to an absentee ballot. If you cannot attend the Annual Meeting, you indicate who can represent your proxy (an HOA member who will be attending the meeting) while directing them to enter your vote as you chose. Optionally, you may allow them to vote for you. This proxy also gives you the ability to select a "write-in" candidate (a qualified HOA member not listed as a candidate on the proxy).

For the Annual Meeting to be official, a quorum of approximately 140 PRHOA members must be present or officially represented via proxy. So please submit your directed proxy which will be distributed back to you if you attend the meeting.

If you do not plan to attend the meeting, please follow the directions provided within the proxy, complete and sign it, then deliver it to the PR Election Lockbox at the Clubhouse. Our Management Company will monitor and be able to advise the Board if we have enough proxies for a quorum.

For those not living in the neighborhood, the HOA management company, Community Solutions Southeast, will serve as the mailing address to receive mailed proxies. Please mail your completed proxy to:

**Pelican Reef HOA Election – Confidential  
c/o Community Solutions Southeast  
2108 Capital Drive, Suite 102  
Wilmington, NC 28405**

**DIRECTED PROXY FOR ELECTION AND OTHER VOTES OF  
 PELICAN REEF HOMEOWNERS ASSOCIATION  
 ANNUAL MEETING NOVEMBER 2008**

Please return this directed proxy **no later than 5:00pm, November 14, 2008** (1 day prior to election)

**TO: Pelican Reef HOA Election Lock Box  
 Secured at the PR Clubhouse**

**OR**

**Mail to be reached no later than November 8, 2008** (7 days prior to election)

**TO: Pelican Reef HOA Election – Confidential  
 c/o Community Solutions Southeast  
 2108 Capital Drive, Ste. 102, Wilmington, NC 28405**

The undersigned member of Pelican Reef Homeowners' Association, Inc., a North Carolina nonprofit corporation (the "Corporation") hereby constitutes and appoints \_\_\_\_\_ proxy and authorize him/her to vote on my behalf as directed below at the annual meeting of the members of the Corporation to be held on **November 15, 2008**, and at any adjournment or adjournments thereof (the "Annual Meeting"), as fully as the undersigned member would be entitled to act and vote if personally present. Any appointment of proxy heretofore made by the undersigned is hereby revoked. This proxy shall be effective only for the Annual Meeting.

For the position(s) of **Board of Directors** ( Two positions are available.)

***Please choose no more than  2  candidates.***

	Candidate
	Candidate
	Candidate
	Candidate
	Candidate
	<b>Please use the spaces below for write-in candidates:</b>

WE / I PLAN TO ATTEND THE ANNUAL MEETING

WE / I WILL NOT ATTEND THE ANNUAL MEETING

LOT # \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNED \_\_\_\_\_

Member Name

Date