

MOUNTAINBROOK VILLAGE AT GOLD CANYON RANCH

ELECTION OF DIRECTORS

All policies relating to the election of residents to the Mountainbrook Village Board of Directors shall be in compliance with the CC&R's and the Corporate By-Laws.

I. Purpose of Election Committee

The Election Committee is charged with the responsibility of providing a fair and honest election for the homeowners in Mountainbrook Village. The committee will oversee the election of Directors to the Mountainbrook Village Board of Directors. The committee will also oversee any other elections required and approved by the Board of Directors.

II. Notice of Vacancies for Mountainbrook Board of Directors

Notice of the vacancies for the Board of Directors shall be published monthly in the Mountaineer beginning with the November issue. Such notice shall include all necessary procedures required in order for a member to become a candidate for the Board of Directors.

The date for filing an intent to be a candidate for the Board of Directors shall be determined by the Mountainbrook Village Board of Directors. The deadline for candidate filings shall be at least ten days before the date of record. The procedure for determining the date of record is outlined in the Corporate By-Laws.

All candidates for the Mountainbrook Village Board of Directors shall complete a candidate information form and such form shall be filed with the Association Office before the determined deadline date.

III. Code of Conduct for Candidates

Candidates shall not display any fliers or documents advocating support for themselves or any other candidate on any association bulletin boards or on any common property of the Association. Fliers cannot be left in doors.

IV. Responsibilities and Duties of Members of the Board of Directors

A committee composed of former and current members of the Board of Directors will schedule a Town Hall meeting sometime in January to discuss the duties and obligations of the members of the Board of Directors. This forum will be open to all Mountainbrook Village members. Topics of discussion for this meeting might include: Fiduciary duties, the budget, Architectural Standards, director relationships with the management company and other topics which are vital when making decisions for the community.

V. Candidate Forums

The Election Committee and/or Board of Directors will schedule a number of candidate forums whereby members can become more familiar with the slate of candidates. The process for these candidate forums will be published in the November issue of the Mountaineer. Such forums may include:

Sub-division meetings or meetings of several combined sub-divisions will be held to introduce candidates to the members of Mountainbrook Village during the month of January. A contact person will be selected

from within each sub-division for the Town Hall meeting. This designated person will notify members of the scheduled meetings for their area. This contact person will collect questions from the members to be answered by the candidates at the forum scheduled for members of that sub-division. A schedule of the various town hall meetings will be published monthly in the Mountaineer beginning with the December issue.

The sub-division town hall meetings will be presided over by a moderator. The moderator will allow each candidate to introduce themselves and present a brief personal history. Questions for candidates will be randomly drawn from a container. Each candidate will have the opportunity to respond to each question. The questioning will continue until a time limit of no more than ninety minutes is reached. Refreshments will be served and the candidates will be encouraged to socialize with the members.

Candidate forums in conjunction with Tuesday morning coffee may be held as deemed necessary.

VI. Election Procedures

Each homeowner lot will receive a ballot with the annual meeting notice. Members may vote the day of the annual meeting or return their ballot as an absentee ballot prior to the annual meeting. Once members have voted, they will not be allowed to receive a second ballot and revote. Absentee ballots' may be mailed to an address designated by the Chair of the Election Committee, be returned to a ballot box at the Activity Office or be placed in the ballot box on the day of the annual meeting.

All absentee ballots should be received by 12:00 (noon) on the day of the annual meeting. Absentee ballot information will be recorded by lot and sub-division number when received. Members may not request a ballot to revote on the day of the annual meeting if they have voted an absentee ballot.

All mailed ballots will include two envelopes to be used if the member is voting an absentee ballot. The ballot will have no member identifying

information. One included envelope will have a label with the resident's name, sub-division, address and lot number. The second included envelope will have no markings on either the front or back. The completed ballot should be placed in the plain envelope. This envelope containing the ballot will then be placed in the envelope with the printed label. Absentee ballots that are not received with the necessary identifying information will be void.

In the week before the election, the Election Committee Chairman will empty the ballot box daily. Envelopes will be opened and the ballot envelopes will be placed in a box. These envelopes will be placed in a secure location until time to count the ballots. The envelopes with the identifying member information will be presented to the responsible CCMC employee. These envelopes will be used to record the members who have voted absentee prior to the annual meeting day.

The box of unopened envelopes will be retained for safe keeping until the annual meeting day and official tabulation of the ballots.

The Election Committee will commence counting of the absentee ballots at 12:00 (noon) on the day of the annual meeting.

Candidates may request to have an observer present at the counting of the ballots. A written request including the observer's name must be made to the Committee Chairman before the tabulation begins.

An included attachment specifies guidelines for tabulation of ballots.

VII. **ATTACHMENTS**

Candidate form.

Guidelines for tabulating ballots.

**MOUNTAINBROOK VILLAGE AT GOLD CANYON RANCH
ASSOCIATION
BOARD OF DIRECTORS
CANDIDATE APPLICATION**

DATE _____

**I AM INTERESTED IN SERVING ON THE BOARD OF DIRECTORS
FOR THE COMMUNITY**

NAME _____

ADDRESS _____

PHONE _____

Please provide a brief summary of your background, how you envision the future of the community and your personal goals as a board member. Please bear in mind that serving on the Board of Directors will require a number of volunteer hours to review documentation, monthly financials, vendor contracts, legal opinions and various other issues. You will be required to attend two (2) or more meetings per month.

GUIDELINES FOR TABULATION OF BALLOTS

The committee will be divided into pairs for the counting of the ballots. One member will serve as the reader and one as the recorder. Only the red pens provided will be used in tabulating results.

Before a group of ballots is counted, the total number of ballots cast for that particular group shall be counted and recorded at the top left hand corner of the tally sheet. The entry should also be circled.

Votes for candidates should be recorded with a small vertical line. Votes will be recorded in groups of five marks. Marking errors should be scratched out. Any ballots that do not have a clear indication as to the wishes of the voter should be referred to the Committee Chairman. A ballot where a person votes for more than the number of vacancies will be declared VOID. Voiding of a ballot shall be confirmed by the Committee Chairman.

As the reader finishes reading the results of a ballot, he or she will place a check mark in the upper right hand corner of the ballot.

When all votes have been counted in each group, the total votes cast for each candidate should be totaled and written in the appropriate place on the tally sheet. Both the reader and recorder shall count the tally marks and record their results on the tally sheet.

When each pair of workers has completed counting a group of ballots, they should be submitted to the Committee Chairman. The group of ballots will then be given a new tally sheet and a second pair of workers will count the votes on those ballots. A second check mark will be placed under the first check mark in the upper right hand corner to signify that the ballot has been counted the second time. Other procedures as in the first counting of said ballots will also be followed.