

Policy and Procedure for the Election Committee

1. General Information

- The Board of Directors for this association must be elected by a process outlined in Chapters 617 and 723 of the Florida Statutes. The following will clarify the required procedures for the election of this association's board of directors. These procedures MUST be followed.

2. Limited Proxies and Ballots

- Any vacancy on the Board of Directors caused by the expiration of a term must be followed by electing a new board member. The election must be held at the same time and place as the annual meeting. Individuals are elected to the Board by limited proxy and/or ballot. Limited proxies and/or ballots, envelopes, and any other items used in the election process must be maintained as part of the association's official records for a period of one (1) year from the date of the election to which these items relate.

3. First Notice of Election

- The first notice of election must be emailed or mailed to all homeowners at least sixty (60) days before the election. This notice must contain the correct name and mailing address of the association along with the number of HOA director positions open and dates of the 'Meet the Candidates' night and Annual Meeting. Any election held that is not noticed at least sixty (60) days ahead of the time is rendered null and void.
- The Candidate Information sheet may not exceed one side of an 8 ½ x 11 sheet of paper. This information sheet may contain information describing the candidate's background, education, and qualifications, as well as other factors deemed relevant by the candidate.
- The association may not edit, alter, or otherwise modify the content of the information sheet. The original copy provided by the candidate becomes part of the official records of the association and must be retained with the official association records. The failure of the association to mail or email in a timely fashion, copies of information sheets to the HOA members renders any election held null and void.
- A homeowner who is an HOA member in good standing (dues paid in full for the current election year) may nominate him or herself or may nominate another homeowner who is an HOA member in good standing, provided that this other individual has granted permission to be nominated, IN WRITING, in advance of the meeting. This permission must be provided to the Election Committee.

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- Delivery of an HOA member's information sheet to run for election to the Board of Directors can be accomplished by one or more of the following methods: Email, certified mail, certified mail with return receipt, personal delivery or regular U.S. Mail.

4. Second Notice of Election: HOA Members Only

- The second notice of election is managed via electronic email voting and must begin no less than thirty (30) days prior to the election. This notice must contain the electronic ballot with each of the Candidate Information Sheets for HOA members running for the Board of Directors available positions. The electronic ballot may also include any other HOA items that require approval including the annual HOA budget. Ballots are electronically distributed and sent directly to the email address of the HOA member. Each ballot is encrypted and contains the HOA member's name, address, lot number and email address. HOA members vote electronically and submit their completed ballots. Paper ballots will be available to any HOA Member that prefers one. Completed paper ballots are then returned by the HOA member. All electronic and paper ballots are tabulated by the electronic voting vendor. Election results are not revealed until the Annual Meeting.

5. Nominations from the Floor

- Nominations are accepted from the floor during the 'Meet the Candidates' night approximately thirty (30) days prior to the Annual Meeting. The following qualifications must be met:
 - i. The person nominating and the person nominated must be paid up members of the HOA on or before the date of record.
 - ii. The person nominated MUST BE prepared to give a brief oral presentation of their qualifications.
 - iii. The Candidate Information Sheet MUST BE created the next day by the Election Chairperson.
 - iv. The slate of Candidates is determined after the nominations have been closed from the floor.

6. Ballots

- The ballot must list all eligible candidates in alphabetical order by last name and must not have an indication of whether the candidate is an incumbent. All ballots must be uniform in appearance.

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7. Conducting the Election

- The election is conducted electronically by the electronic voting vendor in accordance with the Florida statutes beginning sixty (60) days prior to the Annual Meeting.
- The results of the election are electronically available to the Election Chairperson sixty (60) seconds or one (1) minute prior to the beginning of the meeting.
- The Election Chairperson opens the results and shares them with the HOA President who then shares the list of new HOA Directors with the Annual Meeting attendees.

Prepared by: Karen Williams, Election Chair

Date: July 2026

Approved by the Board: August 4, 2026