



COMMUNITY ASSOCIATION

Election Policy & Procedure Manual

This manual defines the Election Policy and Procedures for the election of Resident Board Members of the Prescott Lakes Community Association.

Election Timeline Guide

Task	Proposed Due Date	Scheduled Due Date	Responsibility	Supporting Documents
Appoint Nominating Committee	6 Months Before Annual Meeting		Board of Directors Community Manager	
Distribute Request for Potential Candidates	90 Days Before Annual Meeting		Community Manager Nominating Committee	Request for Potential Candidates Statement of Interest
Deadline for Statement of Interest	60 Days Before Annual Meeting		Potential Candidates	Completed Statement of Interest
Interview & Selection of Candidates	53 Days Before Annual Meeting		Nominating Committee Community Manager	Complete Statements of Interest
Certification Committee Appointed	50 Days Before Annual Meeting		Community Manager Nominating Committee Finance Committee	Election Policy & Procedures
“Meet the Candidates” Arranged	50 Days Before Annual Meeting		Community Manager Voting Members	
Notify Potential Candidates of Results	50 Days Before Annual Meeting		Community Manager Nominating Committee	List of Candidates
Distribute Neighborhood Polls	45 Days Before Annual Meeting		Community Manager Nominating Committee	Neighborhood Poll Statements of Interest
“Meet the Candidates” Events	40 Days Before Annual Meeting		Voting Members Community Manager	
Deadline for Receipt of Neighborhood Polls	23 Days Before Annual Meeting		Class “A” Members Community Manager	Completed Neighborhood Polls
Open, Tally & Certify Poll Results, Prepare Official Ballots	17 Days Before Annual Meeting		Certification Comm. Community Manager	
Distribute Official Ballots to Voting Members	10 Days Before Annual Meeting		Community Manager	Official Ballots
Deadline for Submission of Official Ballots	Annual Meeting		Voting Members	Official Ballots
Tally & Certify Election Results	Annual Meeting		Certification Comm. Community Manager	Official Ballots
Announce Election Results	Annual Meeting		Community Manager	
Develop Timeline for Next Election	30 Days after Annual Election		Community Manager	

Election Policy & Procedure Manual Attachments

Election Tasks

Exhibit A – Request for Potential Candidates

Exhibit B – Statement of Interest

Exhibit C – Qualification Criteria / Code of Conduct

Exhibit D – Neighborhood Poll (Cover Letter)

Exhibit E – Neighborhood Poll

Exhibit F – Neighborhood Tally and Certification

Exhibit G – Neighborhood Poll Results Tally

Exhibit H – Neighborhood Poll Results Summation

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Exhibit K – Neighborhood Poll Results Certification

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COMMUNITY ASSOCIATION

Election Tasks

Confidentiality

All sessions of both the Nominating Committee and Certification Committee will be closed. All discussions and provided information will be held in confidence by the committee members. Only the information detailed for release in this document will be available to the public. Members of the committees may publicly campaign for one or more candidates using public information.

Appoint Nominating Committee

The Board of Directors shall appoint a Nominating Committee at least 3 months before the next annual meeting that shall serve for one year or until their successors are appointed. The committee shall consist of 7 or more members plus a Board Member who is not running for election to be a non-voting chairperson for the committee. Members of the Nominating Committee are not allowed to be candidates for election. If a member decides to become a potential candidate he/she must remove him/herself from the committee.

The Board shall appoint the current Voting Members to the committee. If a Voting Member of one or more neighborhoods is unwilling or unable to serve then the Alternate Voting Member for that neighborhood shall be appointed to the committee. If there are still less than 7 members then resident members shall be appointed to fill out the committee.

The committee will follow the approved charter for the Nominating Committee and this policy. The Community Manager should arrange a meeting of the committee after their appointment to review the duties of the committee and develop actual dates for the timeline.

Distribute Request for Potential Candidates

At least 90 days before the annual meeting the Community Manager in conjunction with the Nominating Committee shall update all necessary information on the Request for Potential Candidates. The Statement of Interest form should also be reviewed for any changes. The manager will then mail the Request for Potential Candidates and a Statement of Interest form to resident members. The Statement of Interest form must be readily available on the Community website and correspond to the form that is part of this policy.

Deadline for Statement of Interest

All Statements of Interest will be collected by the Community Manager and prepared for the Nominating Committee.



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Interview and Selection of Candidates

The Community Manager will distribute all Statements of Interest to the Nominating Committee immediately after the deadline for receipt. As soon as possible after the deadline for receipt of the statements, the Community Manager will then arrange the necessary meetings of the Nominating Committee to conduct interviews, either in person or electronically, with all the potential candidates. The committee will then conduct a meeting to select a slate of candidates. At least 80 percent of the nominating committee members must be present at this meeting. The committee will review each of the potential candidates against the Qualification Criteria contained in Exhibit C of this policy. The committee will vote on each potential candidate after each is reviewed against the criteria. The potential candidate will be approved as a qualified candidate unless at least 75% of the committee members present cast their vote against the potential candidate for failure to meet one or more of the criteria. If a potential candidate is rejected the committee will document the criteria that the potential candidate failed to meet.

If there are not enough candidates selected to fill the vacant board positions the committee shall seek new potential candidates and shall continue the process until there are at least enough qualified candidates to fill the open positions.

The Board of Directors will review the slate of candidates. The Board of Directors reserve the right to review the process and require the committee to reconvene if the process as outlined in the charter was not followed; otherwise, they will approve the slate of candidates.

Certification Committee Appointed

A three (3) member Certification Committee shall be appointed to perform the tally and count of Neighborhood Polls as well as the tally and count of Official Ballots. The Committee shall consist of a member of the accounting staff of the Association management company, a member of the Nominating Committee and a member of the Finance Committee. The two committee members will perform the tallying and count while the member of the accounting staff will audit the process. The Community Manager shall convene the committee as soon as possible to train the committee in the use of the Election Policy and Procedures.

“Meet the Candidates” Arranged

The Community Manager and Voting Members should start working on this activity as soon as the election process is started. The Community Manager will work with each of the Voting Members and the potential candidates to arrange a “Meet the Candidates” event or events. The event(s) will be arranged to encourage community participation. Voting Members will be informed to encourage the members of their neighborhood to attend at least one of the events. Notice of the meetings will be included with the Neighborhood Polls.



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Notify Potential Candidates of Results

A letter will be sent to all potential candidates notifying them of the final list of candidates selected by the nominating committee. Each of the potential candidates that did not meet the Qualification Criteria will also receive notice informing them of the criteria they failed to meet. This letter will be mailed by the community manager.

Distribute Neighborhood Polls

The Community Manager will update all necessary items on the Neighborhood Poll letter and form. The candidates will be listed on the form alphabetically by last name. These will then be mailed to all resident Members along with the Statement of Interest from each candidate. A return envelope will be mailed with the form. The envelope will contain information identifying the resident Member by neighborhood and lot. The Neighborhood Poll form will also allow for Polls to be returned in person to the Community Manager's office or to be filed electronically if that capability is utilized.

“Meet the Candidates” Events

The arranged “Meet the Candidates” will be held providing the Members the opportunity to listen to the candidates and ask questions. At least one week prior to this event, a Moderator will be selected by the Nominating Committee. The Moderator should be a member of the Board of Directors not up for re-election. At the beginning of the event, the Moderator will inform the candidates, as well as the audience, that questions for the candidates must be submitted in writing (papers and pens to be made available). Questions will be screened for relevance. As audience members prepare their questions, the Moderator will ask each candidate to provide their name and provide a brief personal background. The Moderator will then ask each candidate a different question from the list of interview questions used by the Nominating Committee.

A member of the Nominating Committee will assist Moderator in collecting questions from the audience. Candidate statements of interest will be available as a handout for the audience.

Deadline for Receipt of Neighborhood Polls

The Community Manager shall collect all returned Neighborhood Polls but shall not open them unless they are not returned in the provided return envelope. In that case, the poll may be opened so that the neighborhood and lot can be identified. The Polls will be separated by neighborhood and lot in preparation for the tallying process.

Open, Tally & Certify Poll Results

The Certification Committee shall meet and open the returned polls and tally the results for each neighborhood. The process they are to use is documented later in this document. They will also prepare the Official Ballots for each of the neighborhoods to be distributed to the appropriate Voting Members and Alternate Voting Members.



COMMUNITY ASSOCIATION

Distribute Official Ballots

The Community Manager will distribute the Official Ballots to each of the Voting Members and Alternate Voting Members in person.

Deadline for Submission of Official Ballots

The completed Official Ballots shall be returned to the Community Manager in person by each of the Voting Members. To ensure a vote is recorded for the neighborhood the Alternate Voting Member may also complete an Official Ballot and return it to the Community Manager in person. If the Voting Member and Alternate Voting Member for a given neighborhood both submit a ballot then the Voting Member's ballot supersedes the Alternate Voting Member's ballot. The Community Manager shall collect all of the ballots and present them to the Certification Committee. The Community Manager shall make every effort available to secure ballots from each of the neighborhoods. In the event the Voting Member and/or Alternate Voting Member cannot submit their Ballot in person they may turn in their Ballot electronically. In the event that a ballot is not submitted by a Voting Member or Alternate Voting Member then the Neighborhood Poll results for that neighborhood shall constitute the entire ballot.

Tally & Certify Election Results

The Community Manager should update the Election Results form. The Certification Committee shall meet and tally the results from the ballots that have been cast. In the event that a ballot is not submitted by a neighborhood voting member or alternate voting member, then the Neighborhood Poll results for that neighborhood shall be utilized as their ballot. The Committee shall use the Election Results form included in this document to tally and certify the results.

The values in the "Total Votes Cast" column on the Official Ballot shall be copied to the Election Results form into the appropriate row for the neighborhood. The total of the "Total Votes Cast" should also be copied into the "Total" column. After this has been completed for all neighborhoods each of the columns should be totaled and the results placed in the "Total Votes" row. As a cross check, the total of the "Total Votes" row should equal the total of the "Total" column.

Based on the number of open positions, a mark should be placed in the "Election Winners" row under the candidates with the highest number of votes. Once this is complete the Certification Committee should complete the Election Results Certification form. The Election Results and the Election Results Certification should be given to the Community Manager for presentation at the Annual Meeting.



COMMUNITY ASSOCIATION

Announce Election Results

At the Annual Meeting the Community Manager shall call for nominations from the floor. If there are nominations from the floor the Voting Members will have the opportunity to change their ballots at that time. The Certification Committee will tally and certify the results if there are changes during the annual meeting. After nominations have been closed and the vote has been certified the Community Manager shall announce the winners of the election. After the Annual Meeting, election results by neighborhood will be posted on the community web-site.

Revised June 11, 2015

BY: _____ DATED: _____, 2015



PRESCOTT LAKES
COMMUNITY ASSOCIATION

(Exhibit A)
Request for Potential Candidates

Current date

Dear Community Member,

The Bylaws for the Prescott Lakes Community Association allow for the election of 3 (or 4) resident member(s) to the Board of Directors to serve a two year term beginning in September.

In preparation for the election, we are seeking Prescott Lakes' owners or residents who may be interested in volunteering for this position. Candidates should consider this commitment with the utmost sincerity due to the associated responsibility.

We encourage persons with knowledge and experience that could be beneficial to the Board and the Community as a whole. Experienced members are vital for the efficient and smooth operation of the Community. It's extremely important for these persons to become familiar with the operational aspects of the entire community.

Volunteerism is a key component for any community and is essential to the success of Prescott Lakes. Enclosed you will find a Candidate Statement of Interest and a list of the Qualification Criteria. If interested, please complete and return before date (60 days before annual meeting). The information you provide will be given to the Nominating Committee. There will be an interview session for all potential candidates with the Nominating Committee. For those candidates selected for the ballot your Statement of Interest will be included in the Neighborhood Poll and there will be "Meet the Candidates" sessions.

If you have any questions, please contact me, I can be reached at (928) 776-4479 or by e-mail at _____@hoamco.com. A description of the position will be posted on our web site www.prescottlakescommunity.org for reference.

Sincerely,
[Community Manager]
Prescott Lakes Community Association
Community Manager



COMMUNITY ASSOCIATION

(Exhibit B)

Statement of Interest

Thank you for your interest in serving your Community Association. A list of Qualification Criteria is enclosed. This list will be used as a guideline by the Nominating Committee in their selection of candidates for inclusion on the slate of candidates to be presented to the Community Members. The Code of Conduct for Board Members is also enclosed for you information.

Please complete this form and be sure to PRINT all of the following information. You may also complete this form on the Association website at www.prescottlakescommunity.org.

Name: _____

Property Address: _____

Prescott Lakes Neighborhood: _____

Telephone Number: _____

E-mail address: _____

How long have you been a Prescott Lakes property owner? _____

Educational background / Work Experience: _____

Experience relevant to the position: _____

Past or present community association experience: _____

Goals or critical issues you hope to address in serving the community: _____

Are you aware of any potential or perceived conflict you may have with the Prescott Lakes Community? _____

If elected/appointed, will you excuse yourself from voting on issues that may be a conflict? _____

- I have read and agree to the Board of Directors Code of Conduct.
I have read the Volunteer Committee Member Guidelines.
I have read the Committee Meeting Etiquette Guidelines.

Please note: Campaigning at PLCA Board of Directors or Committee meetings is prohibited

Prescott Lakes Community Association
c/o Community Manager



COMMUNITY ASSOCIATION

_____@hoamco.com

P. O. Box 10000, Prescott, Arizona 86304



COMMUNITY ASSOCIATION

(Exhibit C)

Qualification Criteria

The candidate must meet the requirements in Article III, Section 3.1 of the Prescott Lakes Community Association By-Laws and must be willing to accept the Board Standards as outlined in Article III, Section 3.25 of the Prescott Lakes Community Association By-Laws.

The candidate must be able to demonstrate that they have the time available to be an effective Board Member and are willing to use that time for the good of the Community. Current Board Members spend approximately 30 to 50 hours per month on board business which includes serving as a Board Liaison to one or more Community committees.

The candidate must demonstrate that they are willing to uphold the Bylaws and CC&Rs of the Community.

The candidate must have the interpersonal skills to effectively work with the other Board Members and effectively represent the Board.

The candidate must have read and understood the Code of Conduct for Board Members and must be willing to sign the Code of Conduct as a qualification for being a Board Member.

The candidate must have strong interest in the success of all of Prescott Lakes.

Prior experience or knowledge of personal negotiations, contract negotiations and understanding legal documents is desirable.

Prior experience serving on committees or boards of this community or other communities is desirable.

Code of Conduct

The Prescott Lakes Community Association Board of Directors has approved the following Code of Conduct for Board Members in an effort to ensure a high standard of ethical conduct in the performance of Association business. Upon election, the candidate must be willing to sign the Code of Conduct as a qualification for being a Board member.

- Board Members shall act at all times in the best interests of Prescott Lakes to maintain, protect and enhance the Association and those who reside within it.
- The Board of Directors will use best efforts to make decisions that are reasonable and consistent with good business judgment.
- Board Members shall not accept a gift or favor made with the intent of influencing decisions or action on any Association matter.
- Board Members shall not engage in any speaking, writing or other actions that defames or otherwise harms any other Board Member, Association Member or member of the management services for Prescott Lakes.
- Board Members will support the vote of the majority regardless of the position the Board Member has taken prior to the vote.
- Board Members will not disclose confidential information obtained in the course of Association business without the approval of the majority of Board Members.
- Board Members shall comply with all Association rules, policies and assessments.



PRESCOTT LAKES
COMMUNITY ASSOCIATION

(Exhibit D)
Neighborhood Poll

Current date

Dear Community Member,

The Bylaws for the Prescott Lakes Community Association allow for the election of 3 (or 4) member(s) to the Board of Directors to serve a two year term beginning in September. Your Neighborhood Poll form is enclosed for you to complete. The Statement of Interest for each of the candidates is enclosed for your review.

Please complete your poll by selecting 3 (or 4) of the listed candidates. You may not select any one candidate more than once. If you select more than 3 (or 4) candidates your poll will be invalid and will not be counted.

Your poll must be returned in the enclosed envelope and it must be received at the Hoamco offices no later than date.

If you have any questions, please contact me, I can be reached at (928) 776-4479 or by e-mail at [@haomco.com](mailto:haomco.com).

Sincerely,
[Community Manager]
Prescott Lakes Community Association
Community Manager



COMMUNITY ASSOCIATION

(Exhibit E)
Neighborhood Poll

The Association is electing 3 (or 4) Directors to the Prescott Lakes Board for a term of 2 years. Per the Covenants, Conditions and Restrictions and the By Laws for The Prescott Lakes Community Association, the election is conducted by each neighborhood's respective Voting Member and will include the results of a Poll of the Membership. Your Neighborhood Voting Member is required to obtain your input and shall cast the votes in accordance with the poll results. In addition, the voting member will cast the remaining votes for all units which did not respond to the poll and will also complete all partial polls returned.

Please indicate your choice of Board Member(s) by placing an X next to the candidate(s) of your choice. You should make a total of 3 (or 4) selections. You may not cast more than one vote for any candidate.

If you mark more than 3 (or 4) spaces your Poll will be deemed INVALID for purposes of calculating this Poll and the Voting Member will have the duty to make the selections for you.

If you mark less than 3 (or 4) spaces then the Voting Member will have the duty to make the remaining selection(s) for you.

If you do not return the Poll the Voting Member will have the duty to make all selections for you.

- Candidate 1, Candidate 2, Candidate 3, Candidate 4, Candidate 5, Candidate 6, Candidate 7

The candidates receiving the greatest number of votes cast by the Voting Members shall be elected. The results of the election will be announced at the Annual Homeowners meeting scheduled for date.

This Poll should be returned in the envelope provided. Please return the Poll by mail to the Prescott Lakes Community Association, PO Box 10000, Prescott, AZ 86304 or in person at the Hoamco office, 3205 Lakeside Village, Prescott, AZ 86301. The Poll must be received no later than date and time to be counted and is irrevocable once received. If you choose to mail this Poll, please take into consideration the time needed for mailing. The information below must be completed.

Signature _____ Date _____

Print Name _____ Lot# _____

Prescott Lakes Address _____

(Exhibit F)
Neighborhood Tally and Certification

- Step 1 The Neighborhood Polls shall be separated by neighborhood and a separate tally and certification shall be conducted for each neighborhood. All steps in this process are to be performed by individual neighborhood.
- Step 2 The polls for all the neighborhoods should be opened and separated by complete polls, partial polls and invalid polls within neighborhood. One envelope may contain more than one poll and each poll may be for different neighborhoods. These polls need to be appropriately separated. The committee must also ensure that no more than one poll is cast for a given lot. The first sheet for the neighborhood tally should be printed.
- Step 3 The number of complete polls should be counted and the number of partial polls should be counted. The value for each should be recorded on the first sheet of the Neighborhood Tally.
- Step 4 An appropriate number of additional tally sheets should be printed depending on the number of polls returned for the neighborhood. The poll number column on each sheet should be updated to reflect contiguous numbers from sheet to sheet.
- Step 5 For each complete & valid poll returned write the next unused Poll # from the tally sheet on the returned poll. Place a tally under the name of each of the candidates selected in the “Tally of Votes from Complete Neighborhood Polls” section of the sheet. Continue this process until all complete polls have been processed.
- Step 6 To tally the partial polls, return to the first tally sheet for that neighborhood and start recording on row Poll #1 and use the columns under “Tally of Votes from Partial Neighborhood Polls”. For each partial & valid poll returned write the next unused Poll # from the tally sheet on the returned poll. Place a tally under the name of each of the candidates selected in the “Tally of Votes from Partial Neighborhood Polls” section of the sheet. Continue this process until all partial polls have been processed.
- Step 7 The last Poll # used on the tally sheets for Complete Polls must be equal to the number of complete polls. The last Poll # used on the tally sheets for Partial Polls must be equal to the number of complete polls
- Step 8 After all neighborhood polls have been tallied the tallies in each of the columns should be counted sheet by sheet and the total placed in the last row of each tally sheet.
- Step 9 At this point the Election Policy and Procedure spreadsheet may be used to complete the process and print the Official Ballot. Once the spreadsheet process has been completed please proceed to Step 27. If the spreadsheet is not available then proceed to Step 10.



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- Step 10 The results (Total row) for each of the tally sheets should then be transferred to the Neighborhood Poll Results Summation sheet. Each of the columns on this sheet should then be summed and the results placed in the Total Complete Votes and Total Partial Votes section. The Total Votes section should then be completed by adding the Total Complete Votes and Total Partial Votes for each candidate. The Total Available Votes section contains the number of votes available to each candidate from the tally of partial polls. To complete this section subtract the number of partial votes received for each candidate from the total number of partial polls received. The Grand Total box should also be completed. This box contains the sum of the numbers in the Total Votes section to provide a count of total votes cast on both complete and partial polls.
- Step 11 This Neighborhood Summation provides the total number of votes cast for each candidate from the Neighborhood Polls. It also provides a total count of available votes from partial polls by candidate. This number will be used to help calculate the maximum number of votes the Voting Member may cast for each candidate and to prevent cumulative voting.
- Step 12 It is now necessary to calculate the total votes that the Voting Member may cast as well as the maximum votes that may be cast for each candidate. If any partial polls have been cast in the neighborhood then the maximum votes that may be cast for each candidate will vary by candidate. This information is calculated on the Neighborhood Voting Member Votes Available sheet.
- Step 13 The Votes Available to Voting Member Table should be filled out first. The values for Class “A” Members in Neighborhood (Column A), Number of Complete Polls Returned (Column B) and Number of Partial Polls Returned (Column C) should be placed in the table.
- Step 14 The Number of Polls Not Returned (Column D) may now be calculated by subtracting columns B and C from column A.
- Step 15 Next place the value for Number of Open Positions on Board in column E.
- Step 16 The Total Votes Available to Neighborhood (Column F) may be calculated by multiplying column A times column E.
- Step 17 The Total Votes Cast on Poll Results (Column G) should be filled out by transferring the Grand Total value on the Neighborhood Summation sheet.
- Step 18 The Total Votes Available to Voting Member (Column H) is calculated by subtracting column G from column F.
- Step 19 The final piece of information necessary to complete the Official Ballot for the Voting Member is the Maximum Votes Available to Voting Member by Candidate. This is completed in the Votes Available by Candidate Table on the Neighborhood Voting Member Votes Available sheet.



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- Step 20 Start by transferring the value for Number of Polls Not Returned (Column D) in the Votes Available to Voting Member Table to the Votes Available From Polls Not Returned or Invalid (Column I) in the Votes Available by Candidate Table. The same value applies to each candidate. This is how many votes may be cast for an individual candidate due to unreturned or invalid polls.
- Step 21 The Count of Partial Poll Votes Available (Column J) should be completed by using the values contained in the Tally of Votes from Partial Neighborhood Polls section of the Neighborhood Poll Results Summation sheet using the value in the Total Available Votes row under each of the candidates.
- Step 22 The table may now be complete by adding columns I and J and placing the results in column K. This is the Maximum Votes Available to Voting Member by Candidate. The Official Ballot for the neighborhood may now be completed.
- Step 23 The first step is to complete the Neighborhood Poll Results column (L) on the Official Ballot. Using the Neighborhood Summation sheet transfer the total votes cast for each candidate from the Total Votes row in the Tally of Votes from Neighborhood Polls section of the table. This contains the total votes received for each candidate from both complete and partial polls.
- Step 24 Next transfer the Maximum Votes Available to Voting Member by Candidate from Column K in the Votes Available by Candidate Table on the Neighborhood Voting Member Votes Available sheet to Column M on the Official Ballot.
- Step 25 Using the Votes Available to Voting Member Table on the Neighborhood Voting Member Votes Available sheet, transfer the Total Votes Available to Neighborhood (Column F) to the box with the same name on the Official Ballot.
- Step 26 Finally, transfer the Total Votes Available to Voting Member (column H) to the box of the same name on the Official Ballot.
- Step 27 Once this has been completed for each neighborhood, the Certification Committee will complete the Neighborhood Poll Results Certification form. The Official Ballots are now ready to be distributed to the Voting Members.


PRESCOTT LAKES
 COMMUNITY ASSOCIATION

(Exhibit G)

Neighborhood Poll Results Tally - Neighborhood Name

Sheet ___ of ___ Number of Complete Polls _____ Number of Partial Polls _____

Poll #	Tally of Votes from Complete Neighborhood Polls							Tally of Votes from Partial Neighborhood Polls						
	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5	Candidate 6	Candidate 7	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5	Candidate 6	Candidate 7
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
Total														



PRESCOTT LAKES

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(Exhibit H)

Neighborhood Poll Results Summation - **Neighborhood Name**

For use when doing manual preparation

	Tally of Votes from Complete Neighborhood Polls							Tally of Votes from Partial Neighborhood Polls						
	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5	Candidate 6	Candidate 7	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5	Candidate 6	Candidate 7
Sheet 1														
Sheet 2														
Sheet 3														
Sheet 4														
Sheet 5														
Sheet 6														
Sheet 7														
Sheet 8														
Sheet 9														
Sheet 10														
Total Complete Votes								Total Partial Votes						
Total Votes								Total Available Votes						
Grand Total														


PRESCOTT LAKES
 COMMUNITY ASSOCIATION

(Exhibit I)

Neighborhood Voting Member Votes Available - **Neighborhood Name**

For use when doing manual preparation

Votes Available to Voting Member Table

Class "A" Members in Neighborhood	Number of Complete Polls Returned	Number of Partial Polls Returned	Number of Polls Not Returned (A-B-C)	Number of Open Positions on Board	Total Votes Available to Neighborhood (A * E)	Total Votes Cast on Poll Results	Total Votes Available to Voting Member (F - G)
A	B	C	D	E	F	G	H

Votes Available by Candidate Table

Candidates	Votes Available From Polls Not Returned or Invalid	Count of Partial Poll Votes Available	Maximum Votes Available to Voting Member by Candidate (I + J)
	I	J	K
Candidate 1			
Candidate 2			
Candidate 3			
Candidate 4			
Candidate 5			
Candidate 6			
Candidate 7			



COMMUNITY ASSOCIATION

(Exhibit J)

OFFICIAL BALLOT

Election of 3 (or 4) Members for the Board of Directors

For use when doing manual preparation

Neighborhood Name

The Board of Directors, as provided in the Covenants, Conditions and Restrictions for The Prescott Lakes Community Association, has called for an election by the Voting Members for 3 (or 4) board members from the class "A" members and residents.

There are a total of (actual number) Class "A" members in your neighborhood and a total of 3 (or 4) open positions. Please cast your votes in the "Voting Member Votes Cast" column. You may not cast more votes for any one candidate than the number indicated in the "Maximum Votes Available to Voting Member by Candidate" Column. The sum of the votes that you cast may not exceed the value in the "Total Votes Available to Voting Member" box. The "Total Votes Cast" column is the sum of the "Neighborhood Poll Results" (Column L) and the "Voting Member Votes Cast" (Column N). The sum of the "Total Votes Cast" column may not exceed the value in the "Total Votes Available to Neighborhood" box. Once this ballot has been submitted it is irrevocable unless it has been incorrectly completed or there are nominations from the floor at the annual meeting. This ballot must be submitted in person to the Community Manager no later than the call for ballots at the annual meeting.

Table with 5 columns: Candidates, Neighborhood Poll Results (L), Maximum Votes Available to Voting Member by Candidate (M), Voting Member Votes Cast (N), Total Votes Cast (L + N) (O). Rows include Candidate 1-7, TOTAL, and Total Votes Available to Voting Member / Total Votes Available to Neighborhood.

Signature: _____

Date: _____

Please print name clearly

Prescott Lakes Property Address



COMMUNITY ASSOCIATION

(Exhibit K)
Neighborhood Poll Results Certification

I as a member of the Certification Committee for the Prescott Lakes Community Association do certify that the results of the Neighborhood Polls, to the best of my ability, have been tallied and counted completely and accurately. I also certify that the proper information has been accurately transferred to the Official Ballots to the best of my ability.

Print Name

Print Name

Print Name

Sign Name

Sign Name

Sign Name

Date



COMMUNITY ASSOCIATION

(Exhibit L)

Election Results

For use when doing manual preparation

Neighborhood	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5	Candidate 6	Candidate 7	Total
Astoria								
Bridgeway Manor								
Brookside								
Cottages								
Creekside								
Estates								
Lakeside								
Lakeview								
Parkside								
Pinnacle II.2b&c								
Pinnacle Views (aka Pinn. III)								
Pinnacle IV								
Predator Ridge								
The Retreat								
Saddleback Estates								
Solstice Ridge								
Stoney Creek								
Summit (incl. Pinnacle I)								
Willow Park								
Villages								
Total Votes								Cross Check
Election Winners								



COMMUNITY ASSOCIATION

(Exhibit M)
Election Results Certification

I as a member of the Certification Committee for the Prescott Lakes Community Association do certify that the results of the Official Ballots, to the best of my ability, have been tallied and counted completely and accurately. I also certify that the appropriate election winners have been identified on the Election Results form to the best of my ability.

Print Name

Print Name

Print Name

Sign Name

Sign Name

Sign Name

Date