

## Secret Ballot Policy

**This policy applies to all elections mandated for voting by secret ballot under the California Civil Code, Section 1363.03, including elections of members to the Board of Directors. Effective July 1, 2006.**

1. Every homeowner shall have access to the same means of expressing unedited opinions about a candidate or a ballot issue. However, no Association funds can be spent for campaigning purposes in elections to the Board.
2. The Board will appoint an Inspector of Elections for any election conducted by secret ballot. The Inspector cannot be a Board member or related to a Board member, nor can he or she be a candidate in an election or related to a candidate. A management employee may be appointed as the Inspector of Elections.
3. Only owners are eligible to vote, and only one vote per home is allowed. If requested, a homeowner will be given a written receipt for his or her ballot. The Inspector of Elections will receive the ballots and keep them sealed until they are counted at an open, public meeting. Once cast, votes are irrevocable.
4. Secret ballots will be distributed with two envelopes: an outside envelope signed by the voter with the voter's Woodgate address, and an unmarked inside envelope into which the secret ballot is sealed.
5. Secret ballots will be distributed at least 30 days before the public meeting at which they are opened and counted. The Inspector of Elections will count the ballots with the assistance of two homeowner volunteers. Candidates or relatives of candidates may not serve as volunteer vote counters. All secret ballots will be kept on file for one year in the offices of the management company.
6. Candidates for election to the Board of Directors must be owners of record of a home within the complex, must be current in their assessments, and must not be subject to outstanding fines or disciplinary actions. If two or more persons jointly hold title to a single home, only one may serve on the Board at a time. Any eligible homeowner may self-nominate as a Board candidate.
7. All Board candidate statements for Board elections must be received by the Association's management company at least 60 days before the Annual Meeting in mid-May. That deadline will normally be on March 15th. A ballot with the candidates' names and a statement that each candidate provides will be mailed to all owners on or about April 1st. Other campaign materials, if any, cannot be prepared, duplicated, or distributed at Association expense.
8. Ballots for Board positions must be received no later than the date of the Annual meeting. Additional nominations will be accepted from the floor at the Annual Meeting after which the polls will close and secret ballots will be collected from eligible homeowners who have not yet voted. The Inspector of Elections will oversee the election and monitor it for fairness.