

Property Owners Association of Hilltop Lakes, Inc. Nominating & Elections Procedures

1 PURPOSE

- 1.1 According to our Bylaws, Article VII, Section 7.1, a Nominating/Elections Committee shall be appointed by the Board of Directors no earlier than the December regular meeting of the Directors and no later than the following February regular meeting of Directors. This procedure establishes an effective, accountable and transparent framework for organizing, managing and holding annual nominations and elections of directors. With the new revision of Section 7.2, voting can take place either in person on the day of the election or by mail in ballot. Mail-in-ballots have to be requested or by calling the Welcome Center or sending a request to elections@hilltoplakes.com.

2 SCOPE

- 2.1 The Nominating/Elections Committee shall consist of six (6) members of the Association, one of which shall be an appointed member of the Board of Directors to serve as Chair of the Committee. The Nominating/Elections Committee shall serve from the time of appointment until the close of the next annual meeting of the Association. The Committee will ensure that procedures are in place and they are enforced.

3 PROCEDURE

- 3.1 As soon as the Nominating/Elections Committee is established the Chair of the committee will call a meeting and initiate a Nominations/Elections Schedule for the year. Meetings of the committee will occur once per month and minutes of the meetings will be maintained.
- 3.2 The Nominating/Elections Committee will go over current Bylaws and make any recommendations to the Bylaws Committee for revisions or edits. All forms used in previous elections will be reviewed and updated accordingly. In addition, the Nominating/Elections Committee will work on ensuring that the voter list and property owners' addresses are correct and current. This process will be completed before the ballots are mailed out.
- 3.3 Once the Nominating/Elections Schedule has been developed it will help guide the process and provide important information to property owners as well as potential candidates. The schedule will be updated and revised throughout the year to reflect current information.
- 3.4 Prior to sending out notifications, the Nominating/Elections Committee will ensure the Candidate Application Form is ready and will start soliciting candidates for nomination beginning up to ninety (90) days, but not less than sixty (60) days, prior to the election. Applications will be available to all potential candidates at the Welcome Center and must be submitted within thirty days (30) days of when the applications became available. Candidates shall submit the following information to the Nominating/Elections Committee by the noted deadline: **Candidate Application Form**, a short personal biography and the **Release of Information** form in order to conduct a background check. This information (dates) will be provided in the Nominating/Elections Schedule.
- 3.5 Within five (5) days of the close of the nominating process, the Nominating/Elections Committee shall meet to verify the applicants' qualifications and submit the final slate of candidates for election to the Board of Directors. Once candidates have been vetted, the Chair of the Nominating/Elections Committee will contact them by phone, if available and send out a letter to confirm their eligibility.

- 3.6 Within three (3) days of confirming the candidates the Nominating/Elections Committee will convene with all candidates to draw for the order of ballots as well as go over information concerning the "Meet & Greets" that will be sponsored by the Committee. Candidates do not have to be present and may send someone of their choice to participate in the random drawing. "Meet & Greets" will be scheduled by the Nominating/Elections Committee.

4 RESPONSIBILITIES

Compliance, monitoring and ballot review

- 4.1 All mail-in-ballots will be sent only to those who have requested one. When voting by mail-in-ballot, the ballot shall be sent to the property owners that requested the ballot no later than thirty (30) days prior to or earlier than sixty (60) days before the date of the election.
- 4.2 The Nominating/Elections Committee has elected to use Scantron sheets for the ballots to provide efficiency, accountability and savings to the Association.
- The Scantron ballots will identify each candidate by a number (i/e., 1, 2, 3, 4, etc.).
 - Only three (3) candidates can be selected by bubbling in the corresponding number to the name.
 - If you have bubbled in more than three (3) candidates on the ballot Scantron sheet the ballot will not count.
 - If you are sending in a mail-in-ballot, you must print your name and sign the back of the Scantron sheet. If the ballot is not signed it will not be counted.
 - If you want to add a "Write-in" candidate you can do so on the back of the ballot. Keep in mind if you have already bubbled in three (3) candidates and you provide a "Write-in" it will be disqualified for having four (4).
 - If you are voting in person on the day of the election, we will verify your information and have you sign the voting list that will be available.
 - A number #2 pencil must be used to bubble in your choice of candidates.
- 4.3 A dedicated post office address has been set up for all mail in ballots. The Nominating/Elections Committee has put a hold on mail for this box until the day of the election. The Nominating/Elections Committee does not have access to the box nor will they have a key. All – mail-in-ballots must be received by the date and time that is in the Nominating/Elections Schedule. Mail-in-ballots that are received after the final date will remain in the post office until after the election. On the day of the election two (2) members from the Nominating/Elections Committee as well as the Chair of the Nominating/Election Committee will pick the ballots up and take them to the voting station in a locked mail bag that is sealed with tamper proof fastener.
- 4.4 Walk-in voting will occur on the date that is in the Nominating/Elections Schedule and will open at 7AM and close at 7PM in the Community Center. All ballots for walk-in voting will be dropped in a metal box by the voter and the box will have a lock and tamper proof fastener attached. The tallying of ballots will begin when the poll closes at 7PM.

5 TABULATION OF VOTES

The determination of eligibility and tabulation of votes shall proceed under the supervision of not less than five (5) voting members, one of which must be a current member of the Board of Directors.

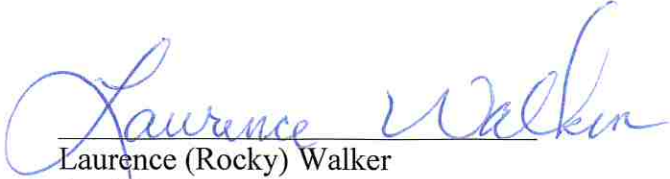
- 4.1 The Nominating/Elections Committee may enlist staff members and volunteers to help in the tallying of votes. Candidates may wish to have "Observers" present.
- 4.2 After the poll closes at 7PM, all ballots will be placed in the Scantron machine for immediate tabulation. Any discrepancies will be verified by the Nominating/Elections Committee and it will be documented why the ballot was not counted.
- 4.3 The three (3) candidates with the highest number of votes will be the new members of the Board of Directors.
- 4.4 A tie shall be decided by a lot.

6 Records management

- 6.1 All ballots will be sealed and stored for a period of three (3) years in the office where the records of the Association are maintained.

This Policy is effective upon recordation in the Public Records of Leon County, and supersedes any policy on Election Policy which may have previously been in effect. except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this 23rd day of September, 2018.

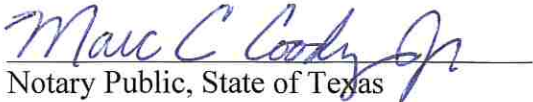
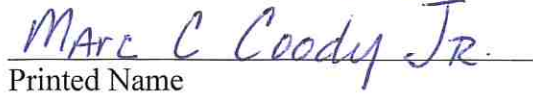


Laurence (Rocky) Walker
President
Property Owners Association of Hilltop Lakes, Inc.

STATE OF TEXAS)
)
COUNTY OF LEON)

Before me, the undersigned authority, on this day personally appeared Laurence (Rocky) Walker, President of Property Owners Association of Hilltop Lakes, a Texas corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledge to me that he had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this 23rd day of September, 2018..


Notary Public, State of Texas
Printed Name

My Commission expires:

