

Tall Firs Homeowners Association Board of Directors Election Procedures

Updated January 20, 2014

I. Appoint Nomination Committee - December Homeowners Board Meeting

1. Board of Directors will ask homeowners to volunteer to serve on a Nomination Committee for the upcoming Board election.
2. Nomination Committee will be composed of three (3) homeowners.
3. Nomination Committee members must be Tall Firs homeowners
4. Nomination Committee members cannot be current Board members
5. Nomination Committee members will obtain candidates to run for open board positions in the next year's election.
6. Nomination Committee will collect the Candidate's biographies stating experience, background, reasons for running, and other comments they wish to include.

II. Candidates for Tall Firs Board of Directors Election

1. Candidates must be Tall Firs Homeowners.
2. There is no limit to the number of candidates who can run for an open position.
3. "Even" year elections require a minimum of four (4) candidates.
 - A. One (1) candidate from each Phase. Phase 1, Phase 2 and Phase 3.
 - B. One (1) At-Large candidate.
4. "Odd" numbered year elections require three (3) candidates.
 - A. One candidate from each Phase. Phase 1, Phase 2 and Phase 3
5. Candidates will supply biographies stating experience, background, reasons for running, and other comments they wish to include.
6. Candidate biographies will be forwarded to the Election Committee.

III. Appoint Election Committee January - Homeowners Board Meeting

1. Board of Directors will appoint an Election Committee to prepare for and conduct the upcoming Board of Directors election.
 - A. Election Committee will consist of at least three (3) homeowners.
 - B. Current Board Candidates will not serve on the Election Committee.
 - C. Current Board Members will not serve on the Election Committee.
 - D. One of the Election Committee members will be designated as chairperson.
2. Election Committee responsibilities include:
 - A. Gather information from the Nomination Committee.
 - B. Review and update Tall Firs Board of Directors Election Procedures and Forms as needed.
 - Tall Firs Election Sign-In Sheet
 - Tall Firs Proxy Sign-In Sheet
 - Tall Firs Voter Ballots
 - Candidate/Percentage Tally Sheet
 - Candidate Voting Results Sheet
 - General Proxy Form
 - Return Address Envelope
 - C. Submit updated procedures to the Board of Directors for approval.
 - D. Coordinate with current Property Manager for preparation of election materials.
 - E. Provide Property Manager's Office with contents of a Voting Package which includes:
 - Copy of Tall Firs Board of Directors Election Procedures.
 - List of Candidates names and biographies

- Proxy Form
3. Property Manager's office will assemble Voting Packages and mail to each Tall Firs homeowner of record.
 4. The package will include a return envelope addressed to the Property Manager's office for the homeowner to mail in his/her completed Proxy.
 5. The Property Manager will hold the returned Proxy's for the Election committee to open and record prior to the election date.
 6. The Election Chairman, assisted by two Election Committee members, will open the mail and record the proxy votes on the Tall Firs Board of Directors Election Tally Sheet.
 7. The same tally sheet, and all mailed-in proxy forms, will be taken to the Tall Firs Annual Election Meeting by the Election Chairman.
 8. The same tally sheet will be used by the Teller's Committee to record the votes received at the election meeting.

IV. Voting Procedures for Board of Directors Election - March Annual Meeting

1. Homeowners arrive and sign-in on the Tall Firs Annual Election Sign-In Sheet.
2. Proxy Holders arrive and sign-in on the Proxy Sign-In Sheet.
3. Each homeowner is given a color coded slip indicating the color of his/her appropriate Ownership Percentage Ballot.
4. Election Committee will total sign-in percentages to determine if a quorum has been reached.
5. A quorum is the presence at any meeting of owners or their agents having a minimum of 50+% of the total votes.
6. While the Election Committee is counting, Board Candidates will introduce themselves and provide a short biography.
7. Homeowners who choose to run for election after the Ballots were printed will:
 - A. Introduce themselves and state their experience, background and reasons for running.
 - B. Present a Petition endorsed (signed) by at least ten (10) Tall Firs homeowners.
 - C. Have their name added to the Voters Ballot in the Write-In space provided.
8. If homeowner's signatures do not equal a minimum of 50+% ownership, the Board President will declare the polls will not be opened.
9. The Board will schedule another Election Meeting.
10. If homeowner's signatures (both present and by proxy) equal a minimum of 50+% ownership, the Board President will declare the polls are open.
11. When the polls are opened:
 - A. Voters will exchange their color coded slip for a matching color coded ballot which is based on ownership percentage.
 - B. Voters will mark his/her Ballot.
 - Use a pen rather than a pencil.
 - Vote for one Candidate At Large
 - Vote for one candidate for Phase I, Phase II and Phase III
 - Voting for more than one candidate per Phase will invalidate your vote for that Phase.
 - If you make an error when marking your ballot, ask an Election Committee member for a new ballot.
 - C. Voters will deposit their ballots in ballot box.
 - D. When all homeowners have deposited their ballots in the ballot box, the Board President will declare the polls are closed.
 - E. The Election Chairperson will appoint three (3) homeowners from the audience to serve as a Teller's Committee.
 - Current Board members will not be part of the Teller's Committee.
 - Current Board candidates will not be part of the Teller's Committee.
 - F. The Teller's Committee will count and record the votes.

- One person will read the ballot vote.
 - One person will monitor the reading and recording of the votes.
 - One person will record the number of votes each candidate receives on the Election Tally Sheet.
- G. The Teller's Committee recorder will total the votes for each candidate, using a printing calculator.
- H. Observers are welcome to witness the counting, but they may not participate.
- I. The Election Chairperson will certify the election results by signing the Tally Sheet and attaching the calculator printer tape.
- J. The Election Chairperson will give the Tally Sheet and printer tape to the Board President.
- K. The Board President will announce the results.
- L. The Election Committee will gather the Ballots and Return Addressed envelopes. They will be sealed and stored for one year.

V. Submit a Proxy Form

Please Note: A minimum 50+% of the Tall Firs homeowners must participate in the election in order to achieve a quorum which will validate the election. If you do not plan to attend the Tall Firs Homeowners Annual Election Meeting, please take the time to complete this Proxy Ballot and properly submit it, so a valid election can be achieved.

1. The enclosed Proxy form can be used for one of the following purposes.
 - A. Establish a quorum that will validate the Tall Firs Homeowners Annual Board of Directors Election, or
 - B. Designate a person of your choice to vote for you at the Tall Firs Annual Election Meeting.
2. **Sign and Date this Proxy (Required by Law)**
3. Place your Proxy in the enclosed envelope and give to your designated person, who will deliver it to the Tall Firs Annual Election Meeting -or-
4. Mail proxy to:

TARGA Real Estate Services
Attn: Justin Smith
PO Box 4508
Federal Way, WA 98063

The above procedures comply with Tall Firs Declarations.