
THE SHORES AT LAKE FOREST HOMEOWNERS ASSOCIATION CALL FOR CANDIDATES

September 30, 2017

Dear Homeowner:

The Annual Meeting and Election of the Board of Directors for The Shores at Lake Forest Homeowners Association will take place on Tuesday, November 21, 2017. The purpose of this meeting is for the membership to elect two (2) director(s) to the Board of Directors for a term of two (2) year(s), and to vote on IRS Revenue Ruling 70-604.

If you are interested in serving on the Board of Directors for the The Shores at Lake Forest Homeowners Association, please complete the attached Declaration of Candidacy form. In an effort to assist the membership with voting for the candidates, please include a short statement regarding your qualifications for the position. You may include your employment and educational background as well as previous experience with other homeowner associations.

Please return the completed form to Associa-PCM no later than October 16, 2017 to ensure that your information is included in any election solicitation materials. If you have any questions regarding serving on the Board, please feel free to contact our community manager at PCM, Trisha Garite via email at trisha.garite@associa.us or call (800)369-7260.

Most Sincerely,

**The Shores at Lake Forest Homeowners Association
Board of Directors**

Enclosure

Ballots and Tabulation

Once a ballot is received by the association it is deemed irrevocable.

Ballots shall ensure the confidentiality of the voter and shall not identify the voter by name, address, lot, parcel or unit number and may not require a signature.

The ballot itself shall be inserted into an envelope that is sealed. This envelope shall be inserted into a second envelope that is sealed. In the upper left hand corner of the second envelope, the voter must print and sign his or her name, address, and lot, parcel or unit number that entitles him or her to vote. The second outer envelope is addressed to the inspectors of election at the designated address.

Owners may return their secret ballot by mail, hand deliver it to the meeting, or complete the ballot at the meeting.

Only those ballots delivered to the inspectors of election prior to the polls closing shall be counted. All ballots must be received via double envelopes.

If a member loses his or her ballot, a new one can be obtained from the inspector(s) of election, however, if a ballot envelope is already on file from that unit, then no new ballot will be given.

A member who signs or otherwise marks his or her ballot with an identifying mark, waives his or her rights to secrecy.

The sealed ballots shall at all times be in the custody of the inspectors of election or at a location designated by the inspectors.

After the counting of the ballots and the certification of the election results by the inspectors of election, the ballots shall be transferred to the Association.

No person, including a member of the Association or an employee of the management company, shall open or otherwise review any ballot prior to the time and place, which the ballots are counted and tabulated.

If the number of candidates is equal to or fewer than the number of open positions and tabulation is not necessary to determine term of office, then a member in attendance may make a motion to elect the slate as presented followed by a secret ballot vote of the members in attendance to elect the slate as presented. The vote count will then be waived.

After tabulation of the votes, custody of all election materials will be transferred to the custody of the association for its corporate records.