

EXHIBIT M

Mail-in Ballot Voting Procedure

Section 1. Six to eight weeks prior to an election

- a. Announce Director election and deadline for nominee consideration (three weeks prior to election). If voting pertains to an Issue, announce the issue/s being voted with the same timeframe.
- b. Design initial ballot draft to include:
 - i. Review voting instructions including nominees/ballot issue/s
 - ii. Unique paper and perhaps unique font
- c. Generate voter log for ballot receipt to assure one vote per household



Exhibit M Voter
Log.xlsx

- d. Request two owner volunteers who will open and process ballots on election day

Section 2. Three weeks prior to the election

- a. Confirm nominees (or ballot issue language) to be placed on the ballot
- b. Confirm election volunteers
- c. Finalize ballot and voting instructions on same page, and print



Sample Director
Ballot.docx



Sample Issue
Ballot.docx

- d. Print envelope #1 with address of each homeowner of record
- e. Print envelope #2 addressed to the HOA's PO Box with a return address as the voter's (used to mark received on the voter log [Section 1.c.] – stamp optional
- f. Gather envelope #3 (secrecy) to remain blank and ultimately to contain the ballot
- g. Assemble ballot package to include:
 - I. Envelope #1
 - II. Envelope #2
 - III. Envelope #3
 - IV. Official ballot

Section 3. Two weeks prior to the election

Mail ballot package to all owners

Section 4. During ballot return to the PO Box

- a. As returned ballots are collected from the PO Box, they remain unopened and are set aside for processing by the owner volunteers
- b. The Treasurer or another designated Board member verifies the good standing of the voter (Bylaws Article IX. 3.)

Section 5. Election Day

- a. Assemble the two non-board, non-candidate volunteer owners to process ballots
- b. Collect all received ballots in unopened envelope #2
- c. Volunteers use return address on envelope #2 to mark ballot received on voter log (Section 1. c.), assuring one vote per lot/household
- d. Once all envelope #2s have been accounted for and no duplicates are encountered (if duplicates are received, one is discarded unopened), open all envelope #3s (secrecy), remove the ballot, and discard envelope #3
- e. Ballots marked incorrectly will be invalidated and not counted
- f. Tally ballots on tally sheet and pass to the Board President for announcement of results

Tommie T Plank

Laura Kronick

Joseph Rubinstein

Carolyn Ihrig

Effective date: July 1, 2020

M-1

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