

***Per the request of a co-owner at the Information Meeting held on Thursday, October 16<sup>th</sup>,  
the Board has adopted the following process for handling of the Bylaw vote***

- A. A Voting Board shall be established consisting of two employees of Level Up and two members of the HOA Board.**
- B. Reasons that a Voting Board consisting of Co-owners and the Board cannot be established:**
  - 1. Only co-owners in good standing can vote. If a co-owner has an outstanding violation, or is delinquent in dues and/or fines—their vote is null & void.
  - 2. Delinquencies and/or violations is privileged information and other co-owners within the community cannot be privy to this type of information.
  - 3. Who votes is privileged information and other co-owners within the community cannot be privy to who votes, who doesn't, nor the “way” a vote was cast.
  - 4. Level Up served as Inspectors of Election at Annual Meeting and they are a neutral party
  - 5. President & Vice-President positions require their involvement in all areas of the association, with an understanding of the rules and the best interests of all co-owners.
- C. Procedure for ballot counting:**
  - 1. Mahyar Sadri & Justin Mays from Level Up are appointed as Inspectors of the Vote.
  - 2. Scott Lange (President) & Roxann Repasy (Vice-President) are appointed as the two representatives from the HOA Board.
  - 3. On Tuesday, November 4<sup>th</sup>, Scott Roxann Repasy will hand deliver all ballots to Level Up.
  - 4. Level Up will count the ballots and advise if 66 2/3 have been cast
    - a: If insufficient number of ballots cast: -- no further action required**
      - i. Announcement will be posted to the Portal on November 5 indicating vote not held due to insufficient number of ballots
      - ii. Roxann will email the attorney of the results
    - b: if sufficient number of ballots cast, the ballots will be counted:**
      - i. Scott Lange will “supervise” each of the following:
        - a. Justin Mays will open each ballot and read the name/unit/address aloud
        - b. Roxann will confirm the CO is in good standing (no delinquencies/no violations)
        - c. Mahyar Sadri will indicate on the tracking sheet the vote cast
        - d. Once all ballots have been opened, and COs validated, Level Up will record the number of “yes” and number of “no” votes on the tally sheet
      - 5. An Announcement will be posted to the Portal on November 5 with the voting results.
      - 6. Roxann will email attorney of the results

***FYI: If any co-owner is uncomfortable in returning your ballot by either email, mail, or hand-delivery to the Vice-President, you may email your ballot to the HOA Board at:  
crystalpondcondohoa@gmail.com***