

***Per the request of a co-owner at the Information Meeting held on Thursday, October 16th,
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 4th, 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***