

CONTINENTAL RANCH COMMUNITY ASSOCIATION  
ELECTION COMMITTEE MINUTES

Windmill Office – 29 February 2012, 1:00 p.m.

I. CALL TO ORDER:

Meeting called to order at 1:10 p.m. by Ms. Joyce Grosso, 2011 Election Committee (E.C.) Chairperson.

II. ROLL CALL:

Ms. Joyce Grosso, Ms. Alice King (2011 E.C.), Ms. Barbara Herron, (2011 Teller), Mrs. Edna Coburn, (2011 E.C.) Mr. Larry Lemieux, (BoD Liaison to the 2011 Election Committee), Mr. John Lambert, BoD President, and Mrs. Dale De Men, Community Manager.

III. GUESTS: None.

IV. APPROVAL OF AGENDA:

Agenda listed two items—review election procedures and sample ballots; and recommendation to adopt package to be sent forward to the Board of Directors. MOTION made/seconded (King/Herron) to approve the agenda as presented. Unanimously approved.

V. MINUTES:

There are no minutes from previous group meetings, as these were entirely working sessions to prepare several items for E.C. procedures, Nominating procedures, and Annual meeting ballot packages for eventual consideration and finalization direction by the Board of Directors. The Board instructed (February meeting) that an open meeting was required, which Management scheduled for this date and time, and posted.

Ms. Grosso had taken time to contact other E.C. members and tellers for comments and had received favorable comments back from some, even though they could not attend the meeting.

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VI. SAMPLE BALLOT PACKAGE:

The four members, Mr. Lemieux and Mrs. De Men reviewed the original package, eliminated no-longer needed items and "tweaked" others according to current updates and attorney recommendations. Lengthy discussion continued on what appears to be a more confusing ballot sample as presented by the attorney, and his recommendation for signing a ballot. The secretary will make a clean draft of items for the ballot package.

The most important change resulted in the agreement to have a verification sheet of members voting. This procedure will be a lengthy one to accomplish; therefore consideration of closing the receipt of ballots date to one day prior in order to verify against a master list appears to be the most acceptable way to obtain the legal information required by statute. It would become a Board decision as to whether Management or the Election Committee would actually conduct this validation process. The following day, the E.C. and Tellers would perform the actual ballot opening and accountability as usual, with final ballot acceptance at the Annual meeting itself.

VII. SAMPLE E.C. AND NOMINATING COMMITTEE PROCEDURES:

The Election Committee procedures' draft was "tweaked" in anticipation of the added day for accountability. There had been very few major changes to procedures from the original one accepted in 1994; however, format had been reorganized in the upgrading effort, and several minor changes were noted and will be inserted into the next draft.

So far as known, there had never been a procedure written for the Nominating Committee, and although it is not a tasking of the E.C. or this group to do this, it was apparent that both committees tie together for a mutual accomplishment, and therefore, the group prepared a draft procedure which the 2011 or 2012

VIII. ATTORNEY BALLOTING RECOMMENDATIONS:

Although the actual correspondence from the attorney was not available from Management and could not be consulted at this meeting, Mrs. Coburn indicated she had copy at home to make available. The attorney's balloting package is confusing and requires signature on the actual ballot. The group agreed, in principle, that ballots should remain as they have been in the past to insure the best chance of achieving a quorum for the election.

By mutual consent, the group agreed that by backing up the closing date for acceptance of ballots by one day, either Management or the E.C. could validate the sealed ballot envelopes against Management's master listing—a very lengthy process. The following day, those still sealed ballot envelopes would then be presented to the E.C. and tellers for the usual processing. At the next day's annual meeting, any remaining ballots received on site would be accounted for by the E.C. and added to the Chairperson's report.

IX. COST OF BALLOTING PACKAGE:

Ms. Herron questioned the actual cost of having the ballot packets completely handled by an outside contractor. Mrs. De Men did not have cost figures available; however indicated about \$3,500.00. Discussion: This amount does not include an additional postage cost. Other bidders? It was noted that several

years ago, printing only was done off-site, and a volunteer staff of E.C. and others actually put the packages together. This procedure could easily be reinstated depending on the cost factor and the Board's decision.

Mrs. De Men indicated that volunteers might not properly stuff the envelopes and there could be problems because of this; however, no known complications arose from this procedure from years ago. When asked if the printer certified his work to be 100% accurate, Mrs. De Men could only indicate that the billing indicated completed job accuracy. A financial accounting is still requested with anticipated 2012 increased costs considered.

X. FINAL COMMENTS:

Since the package of information still needs a draft revision, the group unanimously approved postponement of package submission now, and wishes to review the attorney's recommendations, cost figures in question, etc. it was unanimously decided to schedule one last meeting to review new drafts on Monday, 5 March 2012 at 2:00 p.m. in the Windmill office complex. At this time, the package will be finalized and provided to the Board for approval.

XI. ADJOURNMENT:

With no further business, MOTION was made/seconded (Grosso/King) to adjourn at 2:25 p.m. Unanimously approved.

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EDNA M. COBURN, Temporary Secretary