

NOTICE

2011 ELECTION PROCEDURES and SCHEDULE **AUDUBON TRACE CONDOMINIUM ASSOCIATION**

Attention to All Audubon Trace Owners – The following Notice details the 2011 Election procedures to be used by Audubon Trace Owners in voting for members of the 2011/2012 Board of Directors. See By Laws Section 4.02 [eff. 7/1/02].

READ THIS NOTICE CAREFULLY

It is the only Notice you will receive on these procedures.

- **2011 Election Dates and Deadlines**

May 25 Owners receive a Notice (the Notice you are reading right now) with
(Wednesday) election dates and deadlines; an explanation of the protocol for voting; and an explanation that Candidate Application Forms are available from the Property Manager to Owners who request them.

June 1 Deadline for submitting Candidate Application Forms – Manager
(Wednesday) must have physical possession of your Application before 5:00 p.m. or it will not be valid [postmark on **6/1/11** is not valid]

June 8 Owners receive “Official Ballot Packets”; voting begins today
(Wednesday)

June 15 “Meet the Candidates” meeting, speeches, questions; South Pool @ 6:30pm
(Wednesday)

June 22 **Voting ends today at 5:00 pm;** your Ballot must be **physically** in the
(Wednesday) CPA/Auditor’s possession before the deadline or your vote will not be counted; even if your “Mailing” envelope is postmarked before 5:00 p.m. on **6/22/11**, it is not valid unless the CPA/Auditor has it in his possession before the voting deadline

June 29 Annual Open Meeting and final Board Meeting
(Wednesday) 6:30 p.m., Golden Age Center at Jefferson Play Ground
President's "State of the Trace" Report
New Board members inducted

- **Candidate Application Forms**

If you want to be a candidate for the Board, call the Manager at 831-4436, or email him at "audubon1@nocoxmail.com", and request a Candidate Application Form. Forms will only be distributed to Owners who request one.

The deadline for submitting your Application Form is **Wednesday, June 1, 2011**, not later than **5:00 p.m.** The Manager must have physical possession of your Application **before 5:00 p.m. on June 1, 2011**, or it will not be valid.

- **Whose Term Expires?**

The four (4) Board members whose terms expire on **June 30, 2011**, are **Al Lafaye, , Linda Harang, Patsy Phipps, and the-at-large position Sue Marchal.**

There are no "term limits" at Audubon Trace, so these four (4) Board members have the option of seeking reelection.

Linda Harang, will not be seeking election to the Board this term. **Al Lafaye, Patsy Phipps and Sue Marchal**, will be running for the four (4) open Board positions.

- **Your "Official Ballot Packet"**

On **Wednesday, June 8, 2011**, you will receive your "Official Ballot Packet" only if there are 5 or more candidates running for office. The following materials will be inside your Packet:

- (1) Your voting instructions.
- (2) Your Ballot, containing the list of candidates. Your Ballot will have your Unit's percentage of common ownership printed on it.
- (3) Your "Ballot" envelope, which will have your Unit number printed on it.
- (4) Your "Mailing" envelope, which will have the mailing address of the Association's CPA/Auditor printed on it. It will also have the correct postage pre-paid and stamped on the envelope.

- **How to Use Your "Official Ballot Packet"**

- (1) Follow the voting instructions in your Packet, and complete your Ballot. Voting is

meant to be anonymous – do not sign or otherwise put your name on your Ballot. You can vote for as many as, but not more than, 4 candidates. Complete your Ballot and date it.

- (2) Put your Ballot in your “Ballot” envelope [marked “Official Ballot Envelope”]; seal your “Ballot” envelope.
- (3) Put your sealed “Ballot” envelope inside your “Mailing” envelope [pre-printed with the CPA/Auditor’s mailing address, and already marked with correct postage]; put your return address where marked; seal your “Mailing” envelope. Mail it early enough so the CPA/Auditor gets it before the deadline.
- (4) Ballots received by the CPA/Auditor after **5:00 p.m. on June 22, 2011**, (regardless of when they are postmarked) will not be counted. So mail your “Mailing” envelope (with your sealed “Ballot” envelope inside) in enough time so it is **actually received** by the CPA/Auditor on or before the **5:00 p.m. June 22, 2011, voting deadline**.
- (5) **Do not put your “Ballot” envelope or your “Mailing” envelope in the green mail box by the South Pool. You must mail it by U.S. Mail.**

- **What Happens If Only 4 Candidates Run?**

If there are only 4 candidates, they are all automatically elected to the Board, and there is no need for an election. If this happens, you will get a notice on **Wednesday, June 2, 2011**.

- **What Happens If Fewer Than 4 Candidates Run?**

If there are less than 4 candidates, all the candidates are automatically elected to the Board, and there is no need for an election. The departing Board member or members must remain on the Board until the new Board votes to fill the vacant seat or seats. *See* By Laws Section 4.02 (F) [eff. 7/1/02]. If this happens, you will get a notice on **Wednesday June 2, 2011**.

The new Board will notify you when they elect one or more Owners to fill the vacant seat or seats. It is up to the new Board to decide what procedure they will use to fill the vacant seat or seats.

- **How the CPA/Auditor Will Process Your Ballot**

When the CPA/Auditor receives your “Mailing” envelope”:

- (1) He will stamp the outside of your “Mailing” envelope to mark the date he received it.
- (2) He will open the “Mailing” envelope and remove your “Ballot” envelope (with your Unit number printed on the outside).
- (3) He will record that your Unit has submitted a Ballot.
- (4) He will save your “Mailing” envelope.
- (5) He will hold all of the sealed “Ballot” envelopes until after the **June 22, 2011, at 5:00 p.m. voting deadline**.

- **How the Votes Will Be Counted**

- (1) After the voting deadline has passed, the Association's CPA/Auditor and his assistant will open the "Ballot" envelopes, and the CPA will enter and tally the votes. [The CPA already has all Audubon Trace Units programmed into his computer by Unit number with each Unit's percentage of common ownership.]
- (2) Only the CPA and his assistant will be allowed to see the Ballots.
- (3) The CPA and his assistant will check their entries, and notify the Board of the election results.
- (4) The 4 candidates receiving the highest number of all the votes cast (as weighted by percentage of ownership) are elected.
- (5) The CPA will keep all the Ballots and envelopes in his office; they will not be kept at the Management Office. A few days later, the CPA will issue the Board his formal certification of the voting results.

- **Candidate Eligibility**

You should review the following Sections of the By Laws [your Unit has a copy] for the eligibility requirements for candidates for the Board of Directors:

- Section 4.01 [eff. 7/1/02] – general eligibility
- Section 4.02 [eff. 7/1/02] – election procedure
- Section 4.02 (C) [eff. 7/1/02] – terms of office
- Section 4.02 (E) [eff. 7/1/02] – compensation
- Section 4.03 – officers of the Board

- **Voting Eligibility**

You should review the following Sections of the By Laws [your Unit has a copy] for the terms and conditions that govern your eligibility to vote in the election:

- Section 1.02 [eff. 7/1/02] – Definition of Terms:
 2. Current
 6. Good Standing
 11. Total Votes
 12. Unit Owner
 13. Vote
 14. Voting Member
- Section 4.02 [eff. 7/1/02] – election procedure