

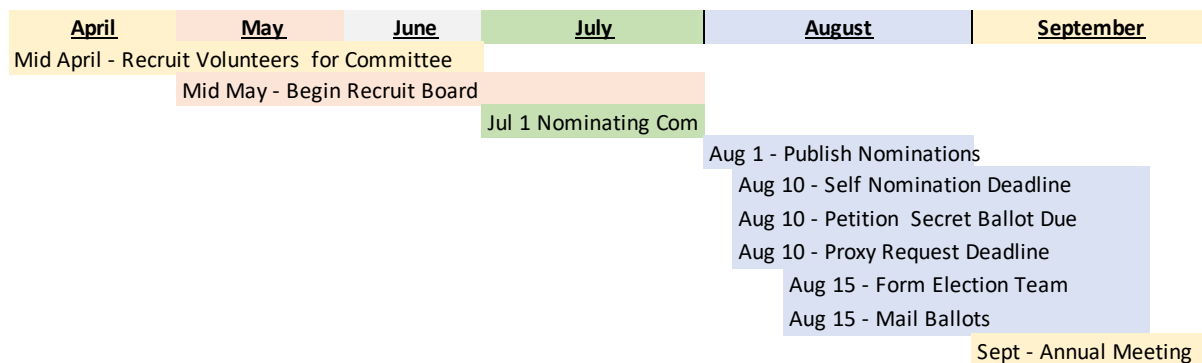
Election of Board Members & Voting Policy

All dates listed below are based on a September 1 Annual Meeting, which is the earliest date the meeting may be held.

Board Nominations, Election and Annual Meeting Timeline

Date of Annual Meeting. In May or June, the Board determines the date of the annual meeting which is held in September. All the following tasks and deadlines are based on the date of the annual meeting date. The Chart below is based on a Sept 1 Annual Meeting which is the earliest date possible.

Nomination and Board Election Timeline



Nominating Board Members

Volunteer Member on Nominating Committee. In April & May Woodsman, request those interested in serving on the nominating committee to submit their names to the President before July 1st.

Board Nominations. In April, May, June & July Woodsman, solicit requests from those interested in serving as board members.

Form Nominating Committee. On or before July 1st (at least 60 days before the Annual Meeting) President appoints a three person committee and post it on BWHOA.org.

- The chair must be a Member whose term is not expiring.
- At least one non-Board Member is highly desirable; to be selected from volunteers who submitted their names.
- If no-one volunteers, the President may appoint any homeowner, including Board Members.

Bryant Woods Homeowners Association

Nominating Committee. Starting in July, the committee recruits homeowners to serve as Board Members.

Publish Nominees. On August 1 (at least 30 days before the Annual Meeting), post the nominations on the community Board (near the pool) and on www.bwhoa.org including a short biographies of each candidate. Also, publish in August Woodsman.

Self-Nomination. Any Member may request their name be added to the ballot. The deadline is 10 days after the nominations are published. Self-nominated Members are listed below the Committee's nominees and identified as self-nominated.

Registering to Vote

Roster of Registered Voters. The Secretary will keep and maintain a list of registered voters.

Voter Registration Cards. The Secretary will maintain a locked file of Voter Registration Cards. The cards will contain address, full names of all owners and signatures. These card will be matched to signatures on mail-in ballots.

New Members. When new neighbors are greeted, they will be asked to complete a voter registration card which will be submitted to the Secretary.

Existing Members. Starting at the 2018 Annual Meeting, Secretary will set up a system to collect Voter Registration Cards with valid signatures of Members. Efforts to collect cards will be made during Annual Meetings, Pool Key Exchanges and other events.

Secrecy Ballot

Nominations are announced at least 30 days before the annual meeting. If there are more nominees than openings or if 10% of the Members petition the Board, then Secrecy ballots will be provided. The petition must be received at least 18 days before the annual meeting which is also 3 days before ballots are scheduled to be mailed.

For secrecy ballots, materials will include:

- A secrecy envelope or sleeve.
- A ballot, containing no Member information.
- Return envelope that must be signed and dated by Member and include the Member's full name and address, which must agree with the official records of BWHOA.

Proxies

If a Member would prefer to have another Member act as a proxy, the Member must file a written proxy with the Secretary at least 5 days before ballots are mailed. This allows reasonable time for ballots to be created and processed for mailing. A proxy request expires 11 months from the date of signing.

Bryant Woods Homeowners Association

Method of Voting

Paper Ballot. Mail ballots to Members at least 15 days before the annual meeting or voting cut-off deadline whichever is earliest. Ballots states cut-off time and date when ballots must be received.

Method of Casting Ballot. Members vote for nominees by checking a box on the ballot. Place ballot in envelope provided. Seal envelope and mail to "Secretary – Ballot Box, Bryant Woods Homeowners Association, 18275 Indian Creek Drive, Lake Oswego, OR 97035

Due Date. At the discretion of Secretary, count may be conducted no more than 7 days before the Annual Meeting and no later than during the Annual Meeting.

Ballot Collections & Ballot Box. Secretary collects ballots from BWHOA mailbox and places sealed ballots in a locked ballot box until Election Officials are convened to open and count ballots.

Late Ballots. Secretary marks time and date received on late ballots. Late ballots will not be opened, but will be retained for 1 year.

Counting Votes

Election Officials. Secretary arranges for 2 to 4 Members, who are not serving on the Board, to serve as Election Officials. If the Secretary is on the ballot, another Officer will assume the Secretary role during vote counting.

Time and Place for Counting. Secretary determines time and place for counting votes. The Election Officials assemble on or before the day of the annual meeting to open, verify legality and authenticity of the ballots, and tally votes.

Eligible Members. A roster of Members is provided to Secretary from BWHOA official list of Members. Periodically, names are compared to county title holders. After envelopes are opened, signatures are compared to the roster.

Ineligible Ballots. Ballots that will not be counted include:

- Ballots from Members in arrears in their association dues. A detailed past due list is provided to Secretary, in case owners present payment.
- Ballots with no signature and ballots where the signature doesn't match the designated Member.
- Only official ballots mailed to the Members will be counted; copies are not allowed and may affect Members ability to vote in future elections.
- Late ballots received after the deadline.

Bryant Woods Homeowners Association

Quorum. Secretary counts eligible ballots to determine if a quorum of 20% of Members (32) has been achieved. If not, the voting process is ended. If a quorum is not attained, the board convenes and vote on a remedy.

Team Counting. Election Officials are divided into two teams.

- Each team counts votes for each candidate and records results on a tally sheet.
- In the presence of Secretary, team tallies are compared.
- If the totals from two teams agree, the counts become the official count.
- Signatures on Tally Sheets:
 - Each Election Official signs their respective sheets.
 - Secretary signs both sheets.
 - If Secretary is on the ballot, another Officer will also witness and signs both sheets.

Board Terms

Open Positions. Often there are a variety of terms open. There are always 3 three-year terms, but there may be one-year or two-year term openings. The person receiving the most votes chooses one of the vacant positions; then the person with the second highest vote count selects, and so on until all positions are filled. Secretary may toss a coin or put numbers in a 'hat' to determine order of selection in case of tie votes.

Official Election Results

Election Results. At the annual meeting the election results are announced and/or posted by Secretary or another Officer. New Board Members are introduced.

Retention. Signed tally sheets, official Member roster and all ballots are kept by Secretary for one year in a sealed box and may only be opened at the direction of the Board.

Board Member Transition

Annual Meeting of Directors. The Annual Meeting of Directors is held in October. The retiring President convenes the meeting and conducts Election of Officers. New and returning Board Members are eligible to vote.

Election of Officers. Board Members may volunteer for Officer positions: Secretary, Treasurer, Vice President and President. If more than one person desires the same position, a vote will be taken by paper ballots. After the elections, the meeting is turned over to the newly elected President. The Annual Meeting of Directors is adjourned.

Regular Board Meeting. The new Board convenes a regular Board meeting to conduct regular business of the association.

Special Election Voting Procedures

To Be Done

Bryant Woods Homeowners Association

Relevant Sections of By-Laws

ARTICLE III MEETING OF MEMBERS

Section 2. Annual Meetings. The annual meeting of the Members shall be held at such time during the month of September of each year as shall be fixed by the Directors.

Section 4. Notice of Meetings. Written notice stating the place, day and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten (10) nor more than fifty (50) days before the date of the meeting, personally, by mail, or as otherwise provided below to each Owner. If hand delivered, such notice shall be deemed to be delivered to the person designated by the Owner as the person to receive notices, or if no such person is designated, then to any person or entity comprising such Owner. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail with postage fully prepaid thereon, addressed to the most recent address of the Owner as it appears on the records of the corporation. At the discretion of the Board of Directors of the Association, any notice, information or other written material required to be given to an Owner or Director under the declaration or bylaws or ORS 94.550 to 94.783, may be given by electronic mail to an email address designated by an Owner as it appears on the records of the corporation; provided, however, that electronic mail may not be used to give notice of:

- (a) Failure to pay an assessment;
- (b) Foreclosure of an Association lien under ORS 94.709; or
- (c) An action the Association may take against an owner.

An Owner or Director may decline to receive notice by electronic mail in which event notice shall be given as otherwise provided in this Section 4. If notice is given by electronic mail, such notice shall be deemed to be delivered when such is email is sent. Where an Owner is comprised of more than one Member, notice to the Member designated by the Owner to receive such notices or, if no such Member has been designated by an Owner, then notice to any Member comprising such Owner, shall be deemed sufficient.

Section 5. Quorum. The presence at any meeting of voting Members [or proxies] entitled to cast twenty (20) percent of the votes of the entire Membership shall constitute a quorum. If such quorum shall not be present or represented at any meeting, the Members entitled to vote shall have the power to adjourn the meeting from time to time, without notice, other than an announcement at the meeting, until a quorum shall be presented or be represented.

Section 6. Proxies. At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary. Every proxy shall be revocable and shall automatically cease upon conveyance by the Member of his Lot. No proxy shall be valid after eleven (11) months from the date of its execution, unless otherwise provided specifically in the proxy itself. For mailed ballots, only proxies received by the Secretary prior to the mailing of the ballots will be accepted.

Section 7. Ballot Meeting. Any action that may be taken at any annual or special meeting of Members may be taken without a meeting, if the Association delivers a ballot to every Member entitled to vote on the matter in the form of either a written or electronic ballot. The ballot must set forth each proposed action and provide an opportunity to vote for or against each proposed action. A proposed action will be deemed to be approved by written or electronic ballot when the number of votes cast equals or exceeds any quorum required to be present at a meeting and the number of approvals equals

Bryant Woods Homeowners Association

or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot. The Board must provide Members with at least 10 days' notice before written ballots are mailed or distributed. If at least 10% of the Members petition the Board requesting secrecy procedures at least 3 days before ballots are mailed or distributed, a written ballot must be accompanied by a secrecy envelope, a return identification envelope to be signed by the Owner, and instructions for making and returning the ballot, and, if electronic ballots are used, the electronic ballot must provide a secrecy procedure. Written ballots that are returned in secrecy envelopes may not be examined or counted before the deadline for returning ballots as passed. An electronic ballot is effective when it is electronically transmitted to the address, location, or system designated by the Board for that purpose.

ARTICLE IV BOARD OF DIRECTORS

Section 6. Nomination of Directors. Nomination for election to the Board of Directors shall be made by a nominating committee, to be appointed by the President at least sixty (60) days before the announced date of the annual election. The nominating committee shall consist of a chairperson, who shall be a Director whose term of office is not expiring, and two other Members of the Association, at least one of whom shall not be a current Director. The Board will solicit volunteers from the Members who are not Directors to serve on the nominating committee. The President will select a Member from the volunteers; if no volunteers request to serve, the President may appoint any Member or Director who is not a candidate for the upcoming election. The nominating committee shall make as many nominations for election to the Board as in its discretion it may determine, but it shall nominate at least one person for each vacancy to be filled. Any Member may be considered by the nominating committee by submitting a written application. The slate of nominees shall be published to the Membership at least thirty (30) days before the annual election. Any Member not nominated who wishes to be included on the ballot in addition to the nominating committee's slate of candidates will be added provided that a written request has been submitted to the nominating committee within ten (10) days after publication of the nominating committee's slate of nominees.

Section 7. Election. Election of Directors shall be by written ballot. The method of voting shall be determined by the Board and may be by mail, by electronic voting, or by paper ballot. Each Voting Member may cast up to one vote for each Board vacancy (e.g. if four positions are open, a Member may vote for up to four candidates, but not more than one vote per candidate). The candidate receiving the largest number of votes may elect to fill a three-year term vacancy, or a shorter-term vacancy (if any), and each successive candidate receiving the next most votes will choose a vacancy to fill in similar fashion until all vacant Director positions have been filled. In the event the number of vacancies exceeds the number of candidates, the Board shall declare a special election to fill any vacancy within 180 days.

Section 8. Term of Office. Directors shall commence to serve at the next meeting of the Directors scheduled following the annual meeting of Members and they shall continue in office until their successors have been elected and qualified.

ARTICLE V MEETINGS OF DIRECTORS

Section 3. Annual Meeting. The Annual Meeting of Directors shall be the first regular meeting held following the Annual Meeting of Members.

Bryant Woods Homeowners Association
18275 Indian Creek Drive
Lake Oswego, OR 97035

See other side for your
Bryant Woods Homeowners Association
2018 Board Election Ballot

Homeowner
18000 Indian Creek Drive
Lake Oswego, OR 97035

Nominated Candidates

Candidate 1

Short bio

Candidate 2

Short bio

Candidate 3

Short bio

Candidate 4

Short bio

Bryant Woods Homeowners Association

2018 Ballot – Board Election

Mail ballot to Bryant Woods Homeowners Association
18275 Indian Creek Drive, Lake Oswego, OR 97035

Ballots must be in mailbox no later than
5:00 PM on Sunday, September 23, 2018

Vote for four (4)

Nominated Candidates

Candidate 1	18000 Deer Oak Circle	<input type="checkbox"/>
Candidate 2	18000 Indian Creek Drive	<input type="checkbox"/>
Candidate 3	18000 Sage Hen	<input type="checkbox"/>
Candidate 4	18001-18002 Deerbrush	<input type="checkbox"/>

Self-Nominated Candidates

Candidate 3	18000 Centerwood	<input type="checkbox"/>
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Signature: _____

Homeowner
18000 Indian Creek Drive
Lake Oswego, OR 97035

Update, if necessary

Phone: 1

Phone: 2

Email: 1

Email: 2