

PRAIRIE WOODS HOME OWNERS ASSOCIATION

BOARD RESOLUTION: VOTING ANONYMITY

WHEREAS, the Prairie Woods Subdivision (“Association”) is an Illinois not-for-profit corporation, organized and operating for the purpose of administering and maintaining the common elements at the property commonly known as Prairie Woods Subdivision; and

WHEREAS, Association is administered by a duly appointed Board of Directors (“Board”) in accordance with a certain Declaration of Covenants, Conditions, Easements and Restrictions for the Prairie Woods Subdivision; and

WHEREAS, the Board of Directors is charged with the responsibility of administering the property and the Association in the best interests of the members of the Association; and

NOW THEREFORE, in furtherance of the foregoing, the Board does hereby adopt resolve as follows relative to the transaction of Board business:

APPROVED THIS 9 DAY OF May , 2016 by a majority of the Board of Directors.

Motion made by Scott Kochaney **Seconded by** Brian Rugg

Votes Take: **For** 5 **Against** **Abstain**

Until such time as this Resolution is revoked in writing, the process below will be followed when a vote / election is conducted by the Association. This process is intended to ensure member anonymity and record retention.

This process covers all PWHOA voting such as election of board members and resident voting on amendments and resolutions.

1. PREPARATIONS:

- At Board Meeting where Voting will take place, PWHOA will provide for each lot
 - One ballot that explains the purpose for the vote and the voting options but does not ask for any identifiable information.
 - One plain envelope (inner)
 - One envelope (outer) includes the voter information (name / lot #)
- Early Voting
 - Provide voting instruction to all members in writing,
 - Provide voting ballot
 - Members provide their own envelopes
- Proxy
 - Proxy votes will only be accepted at a board meeting where and when an election or vote is taking place.
 - Upon receipt of signed / dated Proxy at the board meeting, the member presenting the proxy will be given the ballot / envelopes of the member that signed the proxy, reassigning their voting privilege.

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2. VOTING INSTRUCTION

- Members will be instructed to complete their ballot by marking the appropriate box
- Do not add or include any identifiable information
- Insert the ballot in the plain envelope and seal it
- Insert the sealed, plain envelope in the outer envelope that identifies the member by name / lot
- Submit the outer envelope as a single vote
- Members eligible to cast multiple votes will submit an envelope for each lot owned.

3. TABULATING VOTES

- Early Voting envelopes collected will not be opened until day of the election / vote
- Each envelope is recorded on a sheet to identify who has cast their vote..
- As the outer envelope is recorded it is opened. Discard the outer envelope and place inner envelopes into a separate box / container.
- Once all entries are received 2 Board members will proceed to tally votes.
 - 1 board member opens the plain envelope, records each vote, hands the ballot to the second board member.
 - The second board member records the vote on a separate tally sheet.
 - Once all votes are scored, the two board members compare results. Together they reconcile any differences.

4. COMMUNICATING RESULTS

- When possible voting results will be communicated at the meeting
- Voting results will be posted to the web page within 5 business days following the meeting.
- Voting results will be included in the next newsletter.
- Records of who voted and voting results will be retained for a minimum of 2 years.