

**Loma Linda Subdivision Homeowner's Association
Special Board Meeting Minutes
At Ross Aragon Community Center
September 24, 2018**

Directors present: Mark Douglass, Bill Trimarco, Don Haywood

Members present: Dave Parker, Sharon Jennings

Mark Douglass called the meeting to order at 6:03pm. This meeting was called to discuss and finalize the Director Ballot Election procedure required prior to having ballots and candidate statements mailed to the membership and to update the responsibilities of the Nominating Committee and the Election Secretary.

Don Haywood distributed a complete election packet of information for review which included:

Nominating Committee Responsibilities	-	Election Secretary Responsibilities
Election Cover Letter to Homeowners	-	Large Mailing Envelope (return)
Ballot Envelope	-	Official Ballot

Bill Trimarco distributed a list of recommendations from the previous Nominating Committee which the Board reviewed and confirmed that each item was addressed in the new documents: a) Property owners of multiple lots should receive a separate ballot packet for each lot owned, b) Guidelines should be set, c) Create a cover letter template, d) Establish procedures for the Nominating Committee and the Election Secretary, e) Determine requirements for Board oversight, f) Eliminate the need for the Nominating Committee to call each homeowner individually.

Each document from the election packet was reviewed one-by-one and necessary modifications noted. Don will revise as suggested and submit to Nominating Committee and/or Election Secretary. Primary changes to be made:

Ballot envelope: Print BALLOT ENVELOPE in a larger bold font, print bulleted instructions on envelope in bold/italics. The Election Secretary will either print all this on a sticker or on the envelope itself.

Large return envelope: The Election Secretary will add the Lot Number to the return address area. The homeowner signature will be requested on the envelope, but will not be a requirement to be a valid vote.

Official Ballot: Remove 'Circle the name...' add instructions to mark one box only, add the candidate's names in alphabetical order, make needed changes to instructions on the bottom of the page.

Cover Letter: Bold the first sentence of each step as well as the 'Ballot must be received by date' statement, include the Nominating Committee Chairperson's phone number at the bottom of the letter, update Step 2 to replace the 'circle the name' statement with a 'mark the ballot' statement, add a statement to contact the Nominating Chairperson if you do not receive a ballot packet for each lot owned.

Nominating Committee Responsibilities: Committee will review the candidate's statements prior to sending to the Election Secretary. Item #1: change 'cannot contain any antagonistic...' with 'should not contain any defamatory...', replace 'current HOA...' to 'individual HOA...'. Item #2: replace 'Accountant...' with 'Election Secretary' and add that the names of the candidates will be supplied as well. Item #4: replace 'should' with 'shall'.

Election Secretary Responsibilities: Item #1: add at the beginning 'At the direction of the Nominating Committee', add 'Ballot' before 'envelope'. Item #2: add requirement that all ballot envelopes be stamped with the date received whether or not received late. Item #4: change first 'That' to 'At', change 'printed name and...' to 'printed name or...' Item #5: change 'party' to 'candidate'.

The ballot procedure packet will be renamed to show the Procedure for the Election of the HOA Directors.

The meeting was adjourned at 7:05pm.

Sharon Jennings/Recording secretary
Approved as written October 8, 2018