

POLICY RESOLUTION NO. 52

Election of Board of Directors

WHEREAS, Article III of the Articles of Incorporation sets forth membership in the Association and voting rights. The By-laws, Article III, Sections 23, 25, 26, 27, 31, 32, clarify definitions. Article VI, Sections 1, 2, 4 and 5 outline the requirements for meetings of the members. Article V outlines procedures for notice to members of meetings. Article VI, Sections 1 and 2 establish the number of Board members and how they are elected.

WHEREAS, The Board has established the following procedure based on the terms of the Articles of Incorporation and the By-Laws in order to provide clear guidelines for those Unit Owners who desire to seek election to the Board of Directors and/or vote at the annual or special meetings of the membership.

NOW, THEREFORE, BE IT RESOLVED THAT ADMINISTRATIVE RESOLUTION NO 50 is rescinded and replaced with this new Policy Resolution No. 52 with respect to the Election of Board of Directors:

A. Establishment of an Election Committee

The Board of Directors shall appoint an Ad Hoc Elections Committee, hereafter referred as the Election Committee, no later than two months prior to the annual meeting date. The Election Committee shall consist of a chairman who may not be a Director, and at least four members, none of whom shall be members of the Board or candidates for office. The Election Committee shall provide supervision of the nomination and election of Directors in accordance with procedures adopted by the Board and placed in the Book of Resolutions. The Election Committee shall be dissolved when the current year's election activities have been concluded.

The Goal of these Election Procedures is:

- To encourage all members to vote;
- To ensure the legitimacy of the results;
- To increase efficiency;
- To assure a fair and impartial election

B. Election Procedures

1. No later than mid-August, the Board shall appoint an Election Committee Chair who will recommend to the Board a list of the Election Committee members consisting of no less than four members, none of whom shall be members of the Board or candidates for office. The Election Committee Chair shall inform the Board of the selection of Election Committee Members for Board consideration no later than mid-September for appointment at the September Board Meeting. It is recommended that the Election Committee Chair be a prior Board member, in order to draw upon that experience with the election process.

2. At the September Board meeting, the Board shall appoint the Election Committee. The Board shall also request the Property Manager to prepare the ballots; registration codes, stock of three colors of paper for printing of ballots, envelopes, and the necessary postage.
3. The Election Committee shall have the responsibility of ensuring that the procedures for election are followed. By this Resolution, the Board is authorizing the Chair of the Elections Committee to consult with the Association's Legal Counsel as deemed necessary. To do so, the Board will set a number of hours with the Associations Legal Counsel with a "not to exceed amount" for the Election Committee use. This budget can be increased as necessary at the Board's discretion upon request from the Election Committee.
4. The first two Association Newsletters after August shall list the number of seats up for election, the term of those seats, the responsibilities of the Board including Board Member responsibilities and time commitment required. Both newsletters shall also include the Petition of Candidacy as per Attachment A. The first newsletter mailed out must be mailed no later than mid-September; the second newsletter no later than the end of the first week of October.
5. The Petition for Candidacy is due to the Election Committee by 5:00 PM on the Friday before the October Board Meeting. The Petition should be placed in the "Petitions for Candidacy" lock box located at the monitor's office at the Smith House or mailed to the same location (but must be received by 5 PM). Petitions should also be available in the property manager's office and on our website. A biography or statement and a photo (photo optional) from the candidate not to exceed 250 words should be submitted with the Petition of Candidacy for inclusion in the newsletter and on the website.
6. The Election Committee will meet on the Monday prior to the October Board Meeting, open the Petitions, verify the candidate's eligibility and certify the list of candidates to the Board.
7. The Chair of the Election Committee will announce the verified and certified candidates at the October Board Meeting.
8. Notification of Candidates, including the biography or statement of 250 words or less and a photo (if provided) provided by the Candidate with the Candidate's Petition, will be included in the Association's Newsletter and posted on our website. The Newsletter will also include the Instruction to Voters document as per Attachment C. The Newsletter must be mailed out no later than the first Friday of November.
9. The Chair of the Election Committee shall meet with the Candidates and explain the Election Process. All campaigning should be done in a civil manner.
10. One "Meet the Candidates" event shall be organized by the Election Committee. The Chair of the Election Committee shall moderate the event. It shall be held at the Smith House at 1:00 PM on the first Sunday after the first Friday of November.. The Chair of the Election Committee, acting as Moderator, shall explain the purpose of the Event, issue a clear set of instructions, maintain the clock for fair timing for each candidate, and recognize questions from the floor in a fair and evenly distributed manner. The Chair will intervene if civility breaks down or the procedural rules of the Event are violated.
11. Rules for use of the Newsletter and Website – there shall be one statement from each candidate published in the Newsletter and placed on the Website. The Statement shall be that biography or statement provided with the Petition of Candidacy, not to exceed 250 words and may include a photo.
Once the candidates are announced, no candidate name will be featured in a column or article in the Newsletter or on our website. All candidates must be treated equally and given the same opportunities.

12. Parcel Meetings are official functions of the Association. Parcel Chairs may invite the Candidates to attend their Annual Parcel Meeting. The invite must be extended to all candidates or no candidate may attend.
13. All candidates shall have equal access to any public information provided by the Association.
14. The Ballot as per Attachment B must be mailed by the property manager to all owners and residents – no later than the Friday after the Meet the Candidates Event (if held), but must be mailed no later than the second Friday in November. The mailing shall include the Ballot listing the candidates in alphabetical order by surname and term, Instruction to Voters as per Attachment C, envelope and, in alphabetical order by surname, the biography/photos of all candidates as provided by each candidate. **NO OTHER MATERIAL MAY BE INCLUDED IN BALLOT MAILING.**
15. All ballots must be mailed out at the same time.
16. All candidates will be informed at the same time by phone or email when the Ballots have been mailed.
17. Candidates and those campaigning for them may not collect Ballots. With this single exception, candidates are permitted to campaign in all other ways they have in the past, for example, mass mailings or going door-to-door.
18. Ballots are due by 5:00 PM on the Monday before the Annual Meeting
19. Ballots will be counted by the Election Committee, in the presence of the property manager and a representative from the Association’s Auditing firm or on the Monday before the Annual Meeting starting at 5:00 PM. The Association’s Legal Counsel shall be available by phone to advise on any issue that may arise.
20. Once the Ballots are counted and verified, they will be removed and stored off site for two (2) years and one (1) month by the representative from the Association’s Auditing firm.
21. The Chair of the Election Committee will report the election results to the Board at the end of the Executive Session on the day of the Annual Meeting.
22. The Chair of the Election Committee will announce the election results and the new Board at the Annual Meeting.
23. The Executive Session of the Board shall reconvene with the new Board and elect Board Officers immediately following the adjournment of the Open Session.
24. The Board shall dissolve the Elections Committee when all election activities have been concluded.

Book of Minutes:

ATTEST:

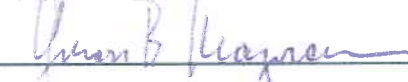


 Mary Ryan, Secretary

Yes No Abstain

Yes No Abstain


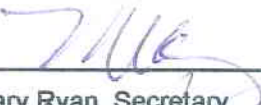
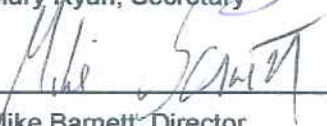

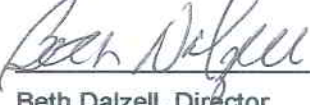
 Date



 Avron Magram, President



 Mari Molenaar, Vice President

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	 Rich Ciarcello, Treasurer
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	 Mary Ryan, Secretary
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	 Mike Barnett, Director
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Abstain	 Phil Blocker, Director
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	 Beth Dalzell, Director

Adopted at a Regular Meeting of the Board of Directors on September 27, 2011

- ATTACHMENT A PETITION FOR CANDIDACY
- ATTACHMENT B BALLOT
- ATTACHMENT C INSTRUCTIONS TO VOTERS

ATTACHMENT A

FORRESTAL VILLAGE COMMUNITY SERVICES ASSOCIATION

PETITION OF CANDIDACY

NAME OF CANDIDATE: _____

By signing my name I certify that I am a resident in good standing of the FVCSA and I am fully aware that I am nominating the above individual for candidacy for the election of Board of Directors to be held on the date specified on the forthcoming ballot.

<u>NAME (Print)</u>	<u>SIGNATURE</u>	<u>ADDRESS</u>	<u>DATE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

Candidate must secure signatures from a **minimum of ten** members of the Association. The signed and completed form must be returned to the Association office no later than **5:00 PM, FRIDAY, OCTOBER 18, 2011**. Petitions may be mailed or placed in the Petitions for Candidacy box located in the monitor's office in the Smith House, 400 Sayre Drive.

FORRESTAL VILLAGE COMMUNITY SERVICES ASSOCIATION

PETITION OF CANDIDACY

PURSUANT TO Article VI, Section 3 of the Bylaws of the Forrestal Village Community Services Association, Inc., the undersigned, who are members of the Association, do hereby nominate:

Name of Candidate (Printed)

Address of Candidate (Printed)

(To be completed by candidate before presentation for signatures)

for the position of Director of the Association and request that his/her name be placed on the ballot for election of Directors with results to be announced at the Annual Meeting of the Association on Tuesday, **December 6, 2011 at the Smith House at 7:30 pm.**

The candidate is running for a term of: (1) year _____ (2) years _____
(To be checked by candidate before presentation)

The Board of Directors is responsible for the long-term governance of the Association, including but not necessarily limited to, actions affecting Members' property rights, actions affecting Members' obligations, and protection of the equity of the Association and Members.

By submitting this petition, the Candidate acknowledges that he/she understands the responsibilities of the Board and the responsibilities and commitment required of a Board Member.

Some of these commitments include:

- Attending monthly Board meetings that start at 5:30 p.m. and, on average, end around 9 p.m., though may occasionally go to 11 p.m. or later;
- If elected an Officer of the Board, fulfill the responsibilities required by the position;
- Serve as Board Liaison to standing committees, which requires attendance at a minimum of one additional meeting per month;
- Participate in other activities related to Board service; there is an expectation that Board Members serve on other committees and attend Association social events;
- Chair and/or serve on Board sub-committees, that may include but are not limited to Finance, Policy Resolution, Requests for Proposals, etc.;
- Attend additional meetings during the course of the year, \ including but not limited to meetings with the Property Manager, Association Financial Auditor, Association Legal Counsel, Insurance Brokers, Community Representatives, Engineers, Contractors, Vendors, Parcel Committees, etc.;
- Provide articles for the Association's Newsletter
- Provide responses to letters and e-mails to the Board;

Candidates Signature

Date

ATTACHMENT B

FVCSA, INC. OFFICIAL ELECTION BALLOT FOR BOARD OF DIRECTORS

I/We as owners/renters of a home in the Forrestal Village Community Services Association vote for the following candidates to be counted and elected on Tuesday, December _____

To elect _____(alpha number) () (number) Members of the Board of Trustees. The following unit owners are candidates for the Board of Trustees.

Please vote for no more than (number):

Candidate Alpha order by surname []

Candidate Alpha order by surname []

Candidate Alpha order by surname []

Candidate Alpha order by surname []

Candidate Alpha order by surname []

IF YOU VOTE FOR MORE THAN (number of positions for re-election), YOUR BALLOT WILL BE DISQUALIFIED)

FVCSA, INC. OFFICIAL ELECTION BALLOT FOR BOARD OF DIRECTORS

I/We as owners/renters of a home in the Forrestal Village Community Services Association vote for the following candidates to be counted and elected on Tuesday, December _____.

To elect _____(alpha number) () (number) Members of the Board of Trustees. The following unit owners are candidates for the Board of Trustees.

Please vote for no more than (number):

Candidate Alpha order by surname []

Candidate Alpha order by surname []

Candidate Alpha order by surname []

Candidate Alpha order by surname []

Candidate Alpha order by surname []

IF YOU VOTE FOR MORE THAN (number of positions for re-election), YOUR BALLOT WILL BE DISQUALIFIED)

FVCSA, INC. OFFICIAL ELECTION BALLOT FOR BOARD OF DIRECTORS

I/We as owners/renters of a home in the Forrestal Village Community Services Association vote for the following candidates to be counted and elected on Tuesday, December_____.

To elect _____ (*alpha number*) (____)(*number*) Members of the Board of Trustees. The following unit owners are candidates for the Board of Trustees.

Please vote for no more than (number):

Candidate Alpha order by surname []

Candidate Alpha order by surname []

Candidate Alpha order by surname []

Candidate Alpha order by surname []

Candidate Alpha order by surname []

IF YOU VOTE FOR MORE THAN (number of positions for re-election), YOUR BALLOT WILL BE DISQUALIFIED)

ATTACHMENT C

Instructions to Voters

OFFICIAL BALLOT AND INSTRUCTIONS FOR FVCSA BOARD ELECTIONS

PLEASE SET ASIDE IN A SAFE PLACE UNTIL USED FOR VOTING

This sheet explains how to use the contents of this envelope to vote in the Board of Directors elections for Princeton Landing Association, legally known as the Forrestal Village Community Services Association (FVCSA). This is the organization which runs our 600-unit housing development.

The Board of Directors has final authority for all budget, policy and contracting decisions at Princeton Landing. The annual Board election is the primary means by which all of us at Princeton Landing have a voice in these important decisions, so all eligible voters are strongly encouraged to vote and be heard.

The Association is using official ballots containing registration codes for each voter, to aid in efficient and reliable counting of the votes. Voters at Princeton Landing fall in three categories. Each ballot category has a ballot card of a different color. Owners who live here have blue ballots, non-resident owner ballots are yellow, and tenant ballots are orange.

Only official, registered and properly color-coded ballot cards will be used in the election this year.

THUS, UNTIL YOU USE IT TO VOTE, IT IS IMPORTANT TO KEEP THIS BALLOT IN A SAFE

PLACE. If you lose your ballot, please call the management office at 609-243-9292 to request a replacement.

ONLY THE MANAGEMENT OFFICE CAN ISSUE OFFICIAL REPLACEMENT BALLOTS.

Please note that submission of a replacement ballot invalidates all previously-issued versions, to avoid duplicate voting.

BALLOTING INSTRUCTIONS

1. On the colored ballot card, you will find a list of candidates for the FVCSA Board, in each case preceded by a box []. Each is running for a (insert specify term one-year or two year) term on the Board.
2. Select **UP TO XXX** candidates you wish to vote for. **IF YOU VOTE FOR MORE THAN XXXX YOUR BALLOT WILL BE DISQUALIFIED**; but you may vote for fewer than **XXXX**.
3. For each candidate you select, indicate your vote by placing an "X" inside the box.
4. You may change your mind and erase a mark, as long as it is completely clear what your final vote is.

5. Place your ballot in the stamped envelope provided.
6. You may mail the envelope via the US mail, but the ballot **MUST** be delivered to the Smith House no later than Monday, December XXX at 5 PM to be counted.
7. You may also hand-deliver your ballot by placing it in a slot outside the Smith House (the club house near the big swimming pool) labeled "**DEPOSIT FVCSA BOARD BALLOTS HERE**", or in a similarly labeled box in the monitor's office. The monitor's office is located on the first floor of the Smith House. Again, the ballot **MUST** be delivered no later than 5pm on Monday, December XXX to be counted.
8. Candidates and those campaigning for them may not collect Ballots. Please report any violations to the management office or to (insert name), the Election Committee Chair. With this single exception, candidates are permitted to campaign in all other ways they have in the past, for example, mass mailings or going door to door.
9. One "Meet the Candidates" event shall be organized by the Election Committee. The Meet the Candidates Event will be at the Smith House on Sunday, November XXX at 1:00 PM. All eligible voters are invited to attend. Each candidate will briefly state why he or she is running. Voters will be given the chance to ask candidates questions about their positions on Association issues, their commitment to share in the work of the Board, or any other matter voters may choose to raise.