

**PINE FOREST OWNERS ASSOCIATION**  
**ELECTION AND SECRET BALLOTING RULES**

Effective January 1, 2020, SB 323 amended California's Davis-Stirling Common Interest Development Act (the "Act") regarding the conduct of elections of directors as well as other specified matters requiring member voting. As amended by SB 323, the Act requires that associations adopt election rules conforming to the new requirements of the Act.

The Pine Forest Owners' Association (the "Association") has prepared the following Election and Secret Ballot Rules (the "Election Rules") to comply with the Act and to guide the Association in the conduct of its future elections. The rules governing this election may be found here. If not otherwise stated, all references to "Section" shall be to the Civil Code.

1. Board of Director Elections. The Association shall hold an election for a seat on the Board of Directors in accordance with the Act and these Election Rules at the expiration of the corresponding director's term and at least once every four years.

2. Equal Access to Association Media. The following policies are hereby adopted regarding the use of Association media sources for Association director election purposes:

(a) Campaign Signs. The posting of campaign signs must be in compliance with the Declaration of Covenants, Conditions and Restrictions, the current Association rules and State law. In no event shall campaign signs be permitted to be erected or maintained within any portion of the common areas owned or managed by the Association.

(b) Association Advertising. It is not the policy of the Association to provide other means of candidate access to Association media, newsletters or Internet websites during a campaign. In the event that the statements or actions of an incumbent director who is also a candidate for re-election to the Board, are reported in any Association media solely in the context of that director's performance of his or her duties, those reports or statements shall not constitute provision by the Association of access to its media for campaign purposes. Provided, however, that each candidate shall have the opportunity to submit one "Candidate Profile," which shall be limited to one 8.5 by 11.5 inch typewritten page with 1 inch margins and 12 point font. The Association shall publish the Candidate Profile, which shall be included in the election materials sent to the Members.

Should this Association policy change in the future, equal access to any permitted media shall be provided to all nominees and members advocating a point of view (whether or not endorsed by the Board of Directors). The Association cannot edit or redact any content from any candidate communications, but the Association can include a statement specifying that the nominee or member authoring the communication, and not the Association, is responsible for the content of the communication. No Association funds shall be used for campaign purposes, except to the extent necessary for the Association to comply with the duties imposed upon it by law.

3. Equal Access to Association Meeting Areas for Nominees and for Members Advocating a Particular Point of View. The Association shall provide equal

access to any common area meeting facilities used by the Association during a campaign, at no cost, to all candidates, including those who are not incumbents, and to all members advocating a point of view, including those not endorsed by the Board, for purposes reasonably related to the election. This requirement, which is imposed by statute, shall not be interpreted as obligating the Association to provide access to such meeting spaces at times when the space is normally and customarily utilized for other Association or community purposes. In other words, the Association retains its authority and responsibility to ensure that the common facilities are managed, operated, and accessed for the common benefit and enjoyment of all Association Members.

4. Minimum Qualifications for Candidacy. In order to be eligible to be a candidate for election to the Board of Directors, the candidate must be a Member of the Association at the time of nomination for at least a year. If title to a Lot is held by a legal entity that is not a natural person, the governing authority of that legal entity shall have the power to appoint a natural person to be a member for purposes of the Election Rules, which natural person shall be an owner or decision-maker for the legal entity (e.g., for a living trust, the trustee and for an LLC, the manager). Any candidate must also be in good standing with the Association (meaning that the proposed candidate is not delinquent in the payment of Association regular or special assessment obligations). All directors must be current in the payment of regular and special assessments. However, the Association may not disqualify a nominee for nonpayment of fines, fines renamed as assessments, collection charges, late charges, or costs levied by a third party. A person shall not be disqualified for failure to be current in the payment of regular and special circumstances if either: (a) the person has paid the regular or special assessment under protest; (b) the person has entered into a payment plan; or (c) the person has not been provided with the opportunity to engage in internal dispute resolution under Section 5900.

5. Nominations for Election to the Board of Directors; Self-Nomination. Nominations for election to the Board shall only be by self-nomination. Any Member desiring to nominate himself or herself as a candidate for election to the Board must: (i) satisfy the requirements for candidacy applicable to other candidates at the time the person's candidacy is proposed and thereafter; and (ii) present written notice to the Board of Directors of the person's desire to self-nominate on or before the deadline for the presentation of its list of candidates to the Board of Directors. Candidates' names shall be listed on the ballot alphabetically by last name. Nominations may be made from the floor at the election date.

6. Voting Eligibility. Each Member of the Association is entitled to cast one vote for each Lot that the Member owns.

7. Proxy Voting. The Act does not prohibit the use of proxy voting. And for purposes of those election procedures, a proxy is defined as a written authorization signed by a member or the authorized representative of the member of the Association that gives another member or members the power to vote on behalf of that member. A Member may vote by proxy under Section 4.05 of the Bylaws. Nevertheless, the Association reminds its Members that a proxy may not be necessary if the Member is able to sign, fill out and return the ballot.

8. Voting and Election Procedures. The Act requires three separate pre-election procedures as outlined below: (a) notice of the procedure and deadline for nominations; (b) notice concerning the upcoming election; and (c) circulation of the

ballots themselves. This will generally require the Association to start the process one hundred days or more prior to the date the ballots will be counted. Unless otherwise established by the Board of Directors, the “Record Date” for the election shall be thirty days prior to the date the ballots are to be mailed.

(a) The Association shall provide general notice of the procedure and deadline for submitting a nomination at least 30 days before any deadline for submitting a nomination. Individual notice shall be delivered pursuant to Section 4040 if individual notice is requested by a Member.

(b) The Association shall provide general notice of all of the following at least 30 days before the ballots are distributed:

(1) The date and time by which, and the physical address where, ballots are to be returned by mail or handed to the inspector or inspectors of elections.

(2) The date, time, and location of the meeting at which ballots will be counted.

(3) The list of all candidates' names that will appear on the ballot.

(4) Individual notice of the above paragraphs shall be delivered pursuant to Section 4040 if individual notice is requested by a Member.

(c) The secret ballot voting procedures of the Act (which are described in Paragraph 9, below) specify that ballots for the election of the Board of Directors, must be mailed by first-class mail or delivered by the Association to all eligible Members not less than thirty (30) days prior to the deadline that is established for voting. The voting materials shall inform the Members of (i) the number of responses needed to meet the quorum requirement for valid action; (ii) the time by which the ballot must be received by the Association to be counted; and (iii) the percentage of affirmative votes necessary to approve the measure. In the context of all such elections, written ballot must be received by the Inspector of Elections on the day before the meeting at which the ballots will be counted. Due to the requirement that the Association utilize a double envelope ballot system in the election of directors, any ballots that are sent to the Inspector of Elections by facsimile transmission or email cannot be counted. The election will usually be scheduled to coincide with the Annual Members Meeting; however, if the meeting is not held or the directors are not elected at the annual meeting, the directors may be elected at any special members meeting held for that purpose using the procedures set forth herein.

9. Use of Secret Ballots and Ballot Completion Requirements. Ballots used in the election of directors shall be secret ballots, which shall not identify the voter by name, address or Lot number. The secret ballots, together with two pre-addressed envelopes with instructions on how to return ballots shall be mailed by first-class mail or delivered by the Association to every Member of the Association not less than thirty (30) days prior to the deadline for voting. The ballot, itself, shall not be signed by the voter. Instead, the unsigned ballot shall be inserted into an envelope (the “Ballot Envelope”) that is sealed and this sealed Ballot Envelope shall then be inserted into a second envelope (the “Address Envelope”) that is sealed. In the upper left-hand corner of the Address Envelope, a space or lines shall be presented where the voter can print and sign his or her name, address and Lot number. The Address Envelope shall be addressed to the inspector or inspectors of election who shall tally the votes. The Address Envelope (containing the ballot and the Ballot Envelope) may be mailed or delivered by hand to the location specified by the inspector of election for the return of ballots and the Member may request a receipt for delivery of the ballot. The circulation of the ballots shall include a copy of these Election Rules, either in hard copy or by posting the Election

Rules to an internet website and including the internet website address on the ballot together with the phrase, in at least 12-point font, “The rules governing the election may be found here: ” The Association shall not do any of the following: (a) deny a ballot to a member for any reason other than not being a member at the time when ballots are distributed; (b) deny a ballot to a person with general power of attorney for a member; or (c) refuse to count a ballot of a person with general power of attorney for a member if the ballot is returned in a timely manner.

10. Determination of Election Results/Succession to Office. The quorum for election matters is thirty-three and one-third percent (33.3%) of the voting power of the Association, except that the quorum for elections regarding assessments legally requiring a vote shall be fifty percent (50%). Each ballot received shall be treated as a member present at a meeting for the purposes of establishing a quorum. The candidates receiving the highest number of votes, up to the number of vacancies to be filled in the election, shall be elected as directors and shall take office immediately following their election. In the event there is a tie vote between those candidates who receive the lowest number of votes necessary to qualify the candidate for election, the tie shall be broken by random drawing.

11. Supervision of Election Process; Appointment of Inspector of Election. In order to ensure secrecy of ballots and fairness in the conduct of director elections, the Board of Directors shall select one independent third-party to serve as the inspector of election. An “independent third-party inspector of elections” includes, without limitation, a volunteer poll worker with the County registrar of voters, a licensee of the California Board of Accountancy, or a notary public. No person who is a member of the Board of Directors, a candidate for election to the Board of Directors or related to a member of the Board of Directors or to a candidate for election to the Board of Directors may serve as an inspector of election. An independent third party may not be a person, business entity, or subdivision of a business entity who is currently employed or under contract to the association for any compensable services other than serving as an inspector of elections. In addition, an inspector of elections cannot be a person who is currently employed or under contract to the Association for any compensable services. The inspector of election may appoint and oversee additional persons to verify signatures and to count and tabulate votes as the inspector deems appropriate, provided that the persons are independent third parties.

The Association’s duly appointed inspector of election, shall have the full powers of an inspector of elections appointed by the Board pursuant to the Act and the Corporations Code, and shall perform his or her duties impartially, in good faith, to the best of his or her ability, and as expeditiously as is reasonably practical. Any report made by the inspector of election is prima facie evidence of the facts stated in the report.

Without limiting the foregoing, the inspector of election shall do all of the following:

(i) Determine the number of memberships entitled to vote and the voting power of each (in accordance with the Association’s Bylaws).

(ii) Determine the authenticity, validity, and effect of proxies, if any. Note – the Election Rules currently prohibit proxies.

(iii) Receive ballots. Sealed ballots shall at all times be in the custody of the inspector or inspectors of election or at a location designated by the inspector or inspectors until after the tabulation of the vote, at which time custody of the ballots shall be transferred to the Association.

(iv) Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote.

(v) Count and tabulate all votes.

(vi) Determine when the polls close, consistent with the governing documents of the Association.

(vii) Determine the tabulated results of the election.

(viii) Perform any acts as may be proper to conduct the election with fairness to all Members in accordance with these Election Rules, the California Corporations Code, and all applicable rules of the Association regarding the conduct of an election that are not in conflict with these Election Rules.

(ix) Perform his or her duties impartially, in good faith, to the best of his or her ability, and as expeditiously as is practical, and in a manner that protects the interest of all Members of the Association. Any report made by the inspector of election is prima facie evidence of the facts stated in the report.

12. Requirements for the Counting and Tabulation of Ballots. The designated inspector of election, or their designees, must count and tabulate the votes at a properly noticed open meeting of the Board of Directors or the Members. Any candidate or other Member of the Association may witness the counting and tabulation of the votes. No person, including a Member of the Association or an employee of the Association's management company, if any, shall open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated. The inspector of election, or his/her/their designee, may verify the Member's information and a signature on the outer envelope prior to the meeting at which the ballots are tabulated. In the event that tabulation of the ballots cannot be concluded prior to the designated time for adjournment of the annual membership meeting, the meeting shall be continued for such time as is required to complete the tabulation of ballots and Members shall be entitled to remain in attendance at the continued meeting to observe the tabulation. Once a ballot is received by the inspector of elections, it shall be irrevocable. Cumulative voting is prohibited as set forth in Section 4.04(d) of the Bylaws.

13. Announcement of the Results of the Election. The results of the election shall be promptly reported to the Board of Directors of the Association and shall be recorded in the minutes of the next meeting of the Board and shall be available for review by Members of the Association. Within fifteen (15) days of the election, the Board shall publicize the results of the election in a communication directed to all Members.

14. Retention of Election Materials. The election materials, including the candidate registration list, voter list, signed envelopes, proxies, and ballots, shall at all times shall be in the custody of the inspector or inspectors of election or at a location designated by the inspector or inspectors until after the tabulation of the vote and until the time allowed by Section 5145 for challenging the election has expired, at which time

custody shall be transferred to the Association. The voter list shall include name, voting power, and either the physical address of the voter's separate interest, the parcel number, or both. The mailing address for the ballot shall be listed on the voter list if it differs from the physical address of the voter's separate interest or if only the parcel number is used. The Association shall permit members to verify the accuracy of their individual information on both lists at least 30 days before the ballots are distributed. The association or member shall report any errors of omissions to either list to the inspector who shall make the corrections within two business days. In the event of a recount or other challenge to the election process, the Association shall, upon written request, make the ballots available for inspection and review by Association Members or their authorized representatives. Any recount shall be conducted in a manner that shall preserve the confidentiality of the vote. After the transfer of the ballots to the Association, the ballots shall be stored by the Association in a secure place for no less than one year after the date of the election.

15. Other Secret Balloting Matters. The Election Rules forth herein shall also apply to the conduct of the following matters requiring a vote of the members:

- (i) Elections regarding assessments legally requiring a member vote;
- (ii) Removal of the directors on the Association's Board of Directors;
- (iii) Amendments to the Articles of Incorporation, CC&Rs or Bylaws (note – in an election to approve such amendment, the text of the proposed amendment shall be delivered to the members with the ballot); or
- (iv) The grant of exclusive use common area property pursuant to Civil Code Section 4600.

16. Amendment. The Election Rules may not be amended less than 90 days prior to an election. The Association intends to comply with the Act and its governing documents in all future elections. In the event the Election Rules are in conflict with the Act or the governing documents, the Association reserves the right to follow the Act if the Association determines, in its discretion, that the Act controls over the Election Rules or the governing documents.

ADOPTED FEBRUARY 11, 2020  
BOARD OF DIRECTORS  
PINE FOREST OWNERS' ASSOCIATION