



Board of Directors
Process for Electing Board of Directors
(Transition)

1. Call for Candidates sent to community (with deadline for submitting form).
 - a. Interested homeowners in good standing may submit the Candidacy form several ways, online (HOA website), email, fax, US Mail.

2. Annual Election Meeting Date set & Notice packet sent to community.
 - a. After deadline, the ballot is prepared with all names submitted.
 - b. The election meeting is put on calendar and a notice packet is prepared, including the ballot, agenda, proxy, and instructions on how to vote.
 - c. Homeowners may vote up to the evening before the meeting.

3. Annual Election Meeting Held
 - a. Ballots tallied and Meeting Presentation prepared.
 - b. Meeting held & board members elected are announced during the meeting.
 - c. Organizational meeting scheduled

4. Organizational Meeting – to be held after the Election Meeting
 - a. Schedule organizational meeting with Board
 - b. Board to discuss and decide positions held, based on ability.
 - c. Any elected member can hold any position.
 - d. Set a date for board training

5. Board Training
 - a. Manager will provide training for new board members
 - b. Discuss fiduciary duty, communication flow, signatory powers, etc.

6. Continued Support by the Manager and Essex.