Silver Lakes Association
Receipt for Candidacy Packet

Applicant's Name *(Please print)*: _____

Email: _____

Date received: _____ Time received: _____

Included in Packet Received:

- ○ _____ *Staff Initial* – Candidacy Form
- ○ _____ *Staff Initial* – Verify Property Owner is in good standing
- ○ _____ *Staff Initial*– Copy of your current Silver Lakes Association ID card
- ○ _____ *Staff Initial*– Candidate Statement ***(150-word maximum statement will be verified. If statement is over the 150-word maximum it will not be published in the Ledger or appear with the Ballot)***
- ○ _____*Staff Initial*– Head-shot photo of candidate
- ○ _____*Staff Initial*–Flash Drive *(optional)*

Name of Person who Delivered *(Please print)**:*** _____

Signature: _____

This packet was received, and contents verified by:

Received by office staff member *(Please print)*:_____

Signature: _____

Give a copy of this receipt to the person presenting these documents.

Election: Distribution: ajw 08/25/26)

Candidate's Packet for the Election of
Three (3) Open Seats on the Silver Lakes Association's
Board of Directors
Election Day – Saturday, February 6, 2027

Enclosed in Packet

1. **Request for Candidacy Form**
2. **Board Meeting, Director and Member Conduct Rules**
3. **Election Schedule**
4. **Posting of Campaign Signs**
5. **Duties and Responsibilities & Some Things to Consider**
6. **Member Meeting and Voting Rules**

Read all information and follow all instructions carefully.
Final qualifications for candidacy to run for the
Silver Lakes Association Board of Director
are determined by the Inspector of Elections and the
Membership Meeting and Voting Rules.

Silver Lakes Association
Board of Directors
Request for Candidacy Form

I am seeking election to the position of Director on the Silver Lakes Association Board of Directors. I am a Property Owner of Record and a member in good standing with the Silver Lakes Association and have been a member of the Association for more than one (1) year. I understand that the position of Director is for a term of two (2) years.

I have read in full the '**Membership Meeting and Voting Rules',** and the **'Board Meeting, Director and Member Conduct Rules'.**

I am submitting a copy of my ***current Silver Lakes ID card***, my ***150 words maximum Candidate Statement*,** and the required ***head-shot photo of myself*** to be mailed with the Ballot to the membership and published in **The Ledger**.

_____ _____ _____
Print Name Signature (Required) Date

_____
Mailing Address

_____
Silver Lakes Property Address

_____ _____
Home Phone Cell Phone

_____
Email Address

****

Once you have been verified to have met the candidacy requirements, your Candidate's Statement and Photo will be submitted for publication in **The Ledger** with your photo, if all documents are received by the Election Schedule deadline of Friday, November 13, 2026 by 2:30 p.m.. This information will also be mailed to members with the ballot.

150 words maximum: Please include a brief bio of yourself, and include community association/civic organization experience, along with what you believe are the goals for the Board of Directors.

Candidate's Statement

PLEASE TYPE OR PRINT
Candidate's Name: _____

_____

_____

Candidate's Statement Continued…….

Reminder of ITEMS TO SUBMIT and WHERE to SEND

1. **Complete, sign and date Board of Directors Candidacy Form.**
2. **Copy of your current Silver Lakes Association ID card.**
3. **Your 150 maximum word Candidate Statement in a Word document and your photo (head-shot ONLY) submitted in a jpeg format. Both to be provided on a flash drive, or sent via email.**

Ashley Woods, Executive Assistant
Silver Lakes Association
15273 Orchard Hill Lane
P.O. Box 179
Helendale, CA 92342-0179
760-245-1606 Ext: 233
awoods@silverlakesassociation.com

ANNUAL ELECTION SCHEDULE

BOARD OF DIRECTORS

2026-2027

Wed, Aug 26, 2026	Appoint Inspector of Elections
Tues, Sep 29, 2026	Notice of Board of Directors Candidate Nominations
Fri, Nov 20, 2026	Deadline date for candidate nominations Also, deadline for candidate nominations and statements to be published in December's Ledger no later than 2:30 pm
Fri, Nov 20, 2026	Pre-Ballot Notice
Fri, Dec 4, 2026	Member/Property Owner "Date of Record" for election
Fri, Jan 1-7, 2026	Mailing date of election materials and ballots to the membership. ***(Subject to change)***
Sat, Jan 9, 2026	Hold for "Meet the Candidates" (TBD)
Fri, Feb 5, 2027	Ballots mailed to Inspector of Elections MUST be received by noon.
Sat, Feb 6, 2027	Opening of Annual Meeting at 10:00 am with voting poll open from 9:00 am-10:30 am at the Silver Lakes Clubhouse. Election results and continuation of Annual Meeting at approximately 1:30 pm at the Silver Lakes Clubhouse
Sat, Feb 27, 2027	Back-up date if quorum is not achieved on February 6, 2027 with opening the Annual Meeting at 10:00 am with voting from 9:00 am – 10:30 am at the Silver Lakes Clubhouse. Organizational meeting of the new Board immediately following adjournment of Annual Meeting.
Mon, Feb 22, 2027 Or Mon, Mar 8, 2027	Orientation with Board of Directors

SILVER LAKES ASSOCIATION

BOARD MEETING, DIRECTOR AND MEMBER CONDUCT RULES

The Silver Lakes Association Board of Directors adopts the following rules for the conduct of its Board meetings. These rules are intended to facilitate the Board's administration of its meetings and to set forth certain director and member protocol.

A. BOARD RESPONSIBILITIES

The general duties for directors are to enforce the association's governing documents, collect and preserve the association's financial resources, insure the association's assets against loss, and keep the common areas maintained and in a state of good repair. To fulfill that responsibility, directors must use their best efforts to:

1. Regularly attend Board meetings.
2. Review material provided in preparation for Board meetings.
3. Review the Association's financial reports.
4. Make reasonable inquiry on matters on the agenda before making decisions.

B. BOARD MEMBER CONDUCT

In general, directors must conduct all dealings with third parties, in good faith, and in the best interests of the Association, and to safeguard information that belongs to the Association.

1. **Private Gain; Self-dealing**. This occurs when directors make decisions that materially benefit themselves spouses, friends, relations, or anyone who shares the person's residence, at the expense of the Association. Such benefits may include money, privileges, special benefits, overlooking delinquency or violations of the Governing Documents, gifts or any other item of value. Accordingly, no director shall:

- Solicit or receive any compensation from the Association for serving on the Board or any committee.
- Negotiate or provide instructions to, or contract with vendors without prior Board approval.
- Solicit or receive, any material gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their friends or relations, from a person or company who is seeking a business or financial relationship with the Association.
- Seek or obtain preferential treatment for themselves or their relatives, use Association property, services, equipment or business for their own benefit in any material respect, except as is provided to all members of the Association.

2. **Confidential Information.** Directors are responsible for protecting the Association's confidential information. As such, they may not use confidential information for their personal benefit or that of their friends or relatives. Directors shall not share any confidential information obtained as a Board member with any non-Board members or third parties (other than agents, representatives or employees of the Association who also are bound to maintain the confidentiality of the information received).

Confidential information includes, without limitation:

- Private or personal information about any Association member.
- Private or personnel information about any of the Association employees.
- Disciplinary actions against Association members.
- Information about any member's delinquent assessment account.
- Legal matters in which the Association is or may be involved. Directors may not discuss the merits of pending legal matters in which the Association is involved, with persons not on the Board. Failure to follow these requirements may constitute a breach of the attorney-client privilege and may result in the loss of confidentiality in the information released.

3. **Accuracy of Information.** Directors may not knowingly misrepresent facts. All Association data, records and reports conveyed must be accurate and truthful, in all material respects, and prepared in a proper manner.

4. **Interaction with Vendors and Management.** To ensure efficient management operations, avoid conflicting instructions from the Board to management and avoid potential liability, directors shall observe the following guidelines:

- The Board president shall serve as liaison between the Board and management and provide direction on day-to-day matters including but not limited to determining items to be on the agenda for upcoming meetings.
- Directors may not give direction to management, employees or vendors unless expressly authorized by the Board or these rules to do so.
- No director may interfere with the conduct of the Board during meetings or at any time management or a designated Board member is carrying out the decisions of the Board.
- Directors are prohibited from harassing, threatening or intimidating management, employees, vendors, directors, committee members, and/or owners, whether orally, in writing, physically, or otherwise.

5. **Professional Behavior.** Directors are obligated to act with proper decorum during Board meetings or at any time they are carrying out the business of the Association. Although a director may disagree with the opinions of others on the Board, or with the vote of the majority, they must treat all Board members with respect and carry out the decisions of the Board as voted by the majority. Directors shall act in accordance with Board decisions and shall not act unilaterally or contrary to the Board's decisions. Further, directors are expected to conduct themselves with courtesy toward each other, and toward managing agents, vendors and Association members.

C. OPEN MEETING ACT- Member Conduct

1. General Board Meetings are open to the members to attend, pursuant to Civil Code Section 4900 et. seq. Any member may attend Association Board meetings unless the Board is meeting in Executive Session.

2. Members in attendance are permitted to address the Board only at the designated members open forum portion of the meeting, or unless otherwise permitted by the Chair of the Board meeting, and at no other time. The Board may establish sign-in procedures or other methods for identifying those members who wish to be heard. Member comments made during member's open forum may be noted in the minutes at the discretion of the secretary or Board; however, the minutes will not contain the member's comments.

3. In order to allow the Board sufficient time to cover the Board meeting agenda items, members will be permitted to speak for up to three (3) minutes, unless the Board grants a member's request to speak for a longer period of time, or if extenuating circumstances require a longer period.

4. Pursuant to Civil Code Section 4930, with limited exception, the Board is not permitted to discuss or take action on any item that is not on the Board meeting agenda. Therefore, the Board will not comments upon a member's open form comments, or respond to questions raised by a member during the member's open forum.

5. Directors, members and any other individuals attending a Board meeting shall conduct themselves in a respectful, professional manner. The following conduct will not be permitted:

a. Rude or profane language or personal attacks.
b. Racial, ethnic, gender, religious or age-based comments.
c. Shouting, yelling, screaming, fist pounding or similar conduct.
d. Physical threats, including non-verbal communications such as gestures or using body language in such a way as to intimidate.
e. Interrupting others recognized by the Chair or otherwise permitted to speak.
f. Any behavior that is intended to or has the effect of interfering with the orderly business of the Board meeting.

6. Policy Against Tape Recording or Video Taping Board or Association Meetings

Board meetings are open to Association members only. Members in attendance have the right to speak freely without the fear or intimidation of being recorded without their consent. Finally, the Board has the authority to adopt rules regulating conduct of attendees at Board meetings. As such, it is the policy of this Board that taping or recording of Board or Association meetings by members or directors is strictly prohibited. Be advised that the Association's Executive Assistant record's meetings solely for the purpose of assuring the minutes are accurate. All recordings are destroyed once the minutes are approved.

D. VIOLATIONS OF BOARD MEETING CONDUCT RULES.

Directors members who violate these rules are subject to discipline including, but not limited to:

Violation by a member:

a. Exclusion or removal from the Board meeting.
b. Fines.
c. Other appropriate discipline authorized by law or the Governing Documents.

Violation by a director:

a. Censure,
b. Removal as an officer of the Board,
c. Recall by the membership, and,
d. Legal action.
e. Other appropriate discipline authorized by law or the Governing Documents.

Be advised that any action taken by a Board member in violation of these rules may result in a loss of Directors and Officers liability coverage or indemnity for that director in the event of a claim.

Adopted 9-26, 2018

Dated: 9-26-18

President

Dated: 9-26-18

Secretary

Election Campaign Signs

Architectural Guidelines

SECTION III.

PROPERTY STANDARDS

A. Property Maintenance Standards and Rules

3. Non-Commercial Signs, Posters, Flags and Banners.

Civil Code §1353.6. (New) § 4710:

a. For purposed of this section, a non-commercial sign, poster, flag, or banner may be made of paper, cardboard, cloth, plastic, or fabric, and may be posted or displayed from the yard, window, door, balcony, or outside wall of the separate interest, but may not be made of lights, roofing, siding, paving material, flora, or balloons, or any other similar building, landscaping, ore decorative component, or include the painting of architectural surfaces.

b. The association prohibits "Non-Commercial" signs and posters that are more than 9 square feet in size and non-commercial flags or banners that are more than 15 square feet in size

c. The Association will allow a reasonable number of political signs to be placed at private residences (e.g., one (1) political sign for one (1) unique candidate or ballot initiative or bond measure). Signs may be erected prior to National, State and Local elections when candidates and balloting are announced (including Association Board of Directo Elections). Political signs must be removed within one week following the conclusion of that particular election or ballot day.

d. Although the First Amendment to the U.S. Constitution guarantees freedom of expression, it does not extend to obscenity or to fighting words. To determine whether something is obscene, the courts and the Association use guidelines established by the U.S. Supreme Court.

e. The Association hereby prohibits "fighting words" on Non-Commercial Signs and in Board Meeting Open Forums.

f. "Fighting words" are symbols, flags and/or written or spoken words which incite hatred or violence and place the targets of the symbols, flags, or words in danger of harm. They are symbols, flags and/or words which displayed or uttered create verbal, non-verbal or physical confrontation by their mere usage, i. e., they tend to incite an immediate breach of the peace.

Board of Directors Obligations

Serving on the Board of Directors is both an honor and a serious commitment. Each director plays a vital role in the governance, financial stewardship, and overall well-being of the Association. The following outlines the expectations and responsibilities required of all board members:

1. Monthly Meetings

Attendance is expected at all scheduled meetings.

- **Executive Board Meetings:** Held on the **2nd Wednesday of each month.** These closed sessions address legal, personnel, and confidential matters.
- **Open Board Meetings:** Held on the **4th Wednesday of each month.** These public sessions allow for homeowner participation and decision-making on Association business. *(Note: There is no meeting in July. The November meeting may be rescheduled due to the holiday, and December is dark in observance of Christmas.)*
- **Special Board Meetings:** May be called as necessary to address urgent or time-sensitive matters. Board members are expected to attend all such meetings.

2. Committee Assignments

Active involvement beyond board meetings is essential.

- Each board member will serve as a **liaison to two or three standing committees.**
- As a liaison, you are expected to **attend committee meetings**, typically held **monthly**, and act as a communication bridge between the committee and the Board.
- Liaisons should support committee initiatives, report on activities, and ensure that committee recommendations align with the Association's governing documents and overall goals.

3. Time Commitment

Serving effectively requires consistent engagement and preparation.

- Board service typically requires an **average of 40 hours per month**.
- This includes participation in board and committee meetings, preparation and review of materials, and occasional special sessions.
- Directors are expected to **thoroughly review meeting packets, financial reports, proposals, and correspondence** in advance of meetings.
- Board members should maintain a **working knowledge of the Association's governing documents** — including the CC&Rs, Bylaws, Rules & Regulations, and Architectural Guidelines — as well as the **Davis-Stirling Common Interest Development Act**, which governs homeowner associations in California.

Silver Lakes Association

Adopted Amendment to Election and Voting Rules

This rule change was adopted by the Board of Directors on August 24, 2022.

Purpose and Intent: The purpose of the following rule revision is to update the rule to current guidelines..

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Proposed Amendment

ELECTION RULES
SILVER LAKES ASSOCIATION

Silver Lakes Association

ELECTION AND VOTING RULES

Amended August 2022

1. **Secret Ballots**. The Association will utilize a secret ballot process, as described in these rules, and as required by Civil Code Sections 5105, 5110, 5115, and 5120, for:

   a. Elections to and recalls of the Association's Board of Directors.

   b. A vote of the Membership regarding assessments as may be required by Civil Code Sections 5300, 5600, 5605, and 5615

   c. Amendments to the Governing Documents that require Membership approval.

   d. Prior to granting exclusive use of common area property where required by Civil Code Section 4600

   e. Any other matters where a secret ballot vote is required by law.

2. **Membership Meetings, Annual Meeting and Election of Directors**.

a. The Association schedules its Annual Meeting to conduct Association business generally in February of each year, during which time the Members elect directors (unless the election is conducted by acclamation pursuant to Civil Code Section 5103).

b. The Board of Directors consists of seven (7) Directors. Directors are elected for two-year terms. Four Directors are elected in even-numbered years; three Directors are elected in odd-numbered years.

c. The Association will distribute a request for candidates form, seeking candidates for the Board. The form must be completed by the candidate or by someone nominating a Member and received by the Association by the deadline stated in the form in order to ensure the candidate's name appears on the ballot. Nominations will not be taken from the floor of the Annual Meeting; write in candidates will not be considered.

d. The candidacy form will include the opportunity for each candidate to submit a 150-word written statement. Candidate statements received on a timely basis will be published in the Association's newsletter. The Association cannot edit or redact these statements but may include a statement specifying that the candidate is responsible for that content.

e. Meet the Candidates - The Association may hold an informal gathering to meet the candidates for the Board prior to the Annual Meeting. All candidates may participate. The Association may establish a neutral agenda and guidelines for the event. The General Manager, a Board Member not up for election, or another designated individual may moderate the event.

f. The Inspector(s) of Election shall determine when the polls open and when they close.

g. Matters on the Annual meeting agenda such as approval of minutes, motions to adjourn and other similar matters may be conducted by a show of hands, voice vote or other method.

h. Members will have one vote per unit/lot/parcel owned, except (1) where multiple units of assessment are paid for the same parcel (Multiple Family Residential Lots), in which the parcel has one vote per unit of assessment; and (2) the Lodge (Inn), which has votesequal to 20 percent of the living units in the Lodge. (*See* Art. IV, Sec. 2e, of the Bylaws.)

i. For election of directors, cumulative voting is permitted, pursuant to Article VII, Section 3, of the Bylaws. Each Member, for each voting unit owned, shall have the number of votes equal to the number of directors to be elected and may cast all votes for one candidate or divide up the votes among the candidates. No fractional votes are permitted.

j. If allowed by law, any vote (except for a vote on election of directors) to be conducted pursuant to the secret ballot process described herein may be conducted by mail only without holding a Membership meeting for voting purposes. Further, the registration, counting and tabulation of votes may only be performed by inspector(s) of election at a properly noticed open meeting of the Members or Board.

3. **Notice and Timeline**

a. General notice of the procedure and deadline for submitting candidate nominations shall be provided at least 30 days before the candidate nomination deadline.

b. General notice of the following shall be given to the Members at least 30 days before the ballots are distributed:

i) The date, time, and address for ballots to be returned.
ii) The date, time, and meeting location for ballot count.
iii) The list of candidates whose names will appear on the ballot for a director election.

4. **Nomination Procedures (Applicable Only To Meetings Electing Directors)**

a. **Nomination Forms.** Approximately ninety (90) days before the date set for the Annual Meeting when director elections are to be held, candidate nomination forms will be available.

b. **Deadline.** Completed Candidate nomination forms shall be returned by the due date, as stated in the notice , in order for the candidate to be included on the ballot..

c. **Forms Content.** Completed candidate nomination forms shall include a representation that the nominated Member meets all Candidate qualifications and has agreed to place his or her name in nomination.

d. **Candidate's Statement.** Completed candidate nomination forms may also include a candidate's statement or indicate that the candidate has declined to submit a statement. The Association shall distribute candidate statements as submitted and is not responsible for the content of any candidate statement submitted. If photographs are to be included, then equally sized photographs should be used for each candidate.

e. **Self-nominations.** A Member may nominate himself/herself, so long as the Member meets the Candidate qualifications. Nominations shall not be accepted from the floor of the Meeting. Write-in Candidates will not be considered.

5. **Candidate Qualifications**

The qualification(s) to be a candidate for the Board are as follows:

a. The Candidate must be a Member of the Association for at least one (1) year.

b. The Candidate must not be delinquent in the payment of assessments unless the candidate 1) has paid assessments under protest; 2) has entered an assessment payment plan; or 3) has not been provided an opportunity to engage in IDR (Internal Dispute Resolution).

c. The Candidate's election must not result in two owners of a single separate interest serving on the Board at the same time.

d. The Candidate must not have a prior criminal conviction which would prevent the Association from acquiring a fidelity bond or would result in the termination of the Association's existing fidelity bond.

6. **Director Qualifications**

The qualification(s) to serve as a Director are as follows:

a. The Director must be a Member of the Association.

b. The Director must not be delinquent in the payment of assessments unless the Director 1) has paid assessments under protest; 2) has entered an assessment payment plan; or 3) has not been provided an opportunity to engage in IDR.

c. The Director's shall not serve on the Board at the same time as another Director with whom said Director owns a single separate interest.

d. The Director must not have a prior criminal conviction which would prevent the Association from acquiring a fidelity bond or would result in the termination of the Association's existing fidelity bond.

7. **Inspector(s) of Election**.

a. One or three independent third parties will be selected by the Board to serve as inspector(s) of election ("Inspectors") The selection shall be made at an open Board meeting well in advance of the Annual Meeting and election and at the earliest convenient date to enable the Association to comply with all applicable Civil Code election requirements.

b. Independent third parties may include, but are not limited to, a volunteer poll worker with the county registrarof voters, a professional Inspector of Elections firm based in California, a licensee of the California Board of Accountancy, or a notary public.

c. An Independent third party shall not be a candidate for the Board of Directors, a relative of a Member of the Board or of a candidate, or a person orbusiness entity currently employed by or under contract to the Association for other compensable services.

d. Inspectors' Duties:

i) Determine number of Membership entitled to vote and the voting power of each.

ii) Determine the authenticity, validity, and effect of proxies, if any.

iii) Receive ballots.

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

v) Count and tabulate all votes.

vi) Determine when the polls shall close.

vii) Determine the results of the election.

viii) Perform any acts as may be proper to conduct the election with fairness to all Members in accordance with Civil Code Sections 5105, 5100, 5115, and 5120 and these rules.

ix) All duties must be performed in good faith, to the best of the Inspector's ability and asexpeditiously as practical.

x) Prior to the mailing of the ballots by the Association, the Inspectors will determine the location where the sealed ballots will be mailed or delivered and where the Inspectors will maintain custody of the sealed ballots until after the tabulation of the vote by the Inspectors. Unless the Inspectors select otherwise, the Association's management office will be the default location for receipt the sealed ballots on behalf of the Inspectors. Management will not open, review or count the ballots or perform any roll for or on behalf of the Inspector in connection with the vote or election.

e. The Inspectors may appoint additional personnel to assist them in their duties, including registration, counting, tabulating, and verifying signatures, but the Inspectors will oversee and be responsible for all actions of such personnel. Any appointed additional person shall be an independent third party as required by the Civil Code and these rules.

f. If there are three Inspectors, the decision to act must be by a majority of the Inspectors and is effective, in all respects, as the decision of all.

8. **Secret Ballot Procedures** (for Multiple Vote properties).

a. At least 30 days prior to the Annual Meeting or other deadline for voting, the Association will mail to all Members, by first-class mail, the ballots, along with two pre-addressed envelopes. A notice will also be sent with instructions on and deadlines for the return of ballots.

b. The ballot will not identify the voter by name, address, lot, parcel number or unit number.

c. For election of Directors the ballot will contain the names of any candidates known to the Association at the time the ballot is mailed. The ballot itself is not signed by the voter but is inserted into a sealed, pre-addressed (to the Inspectors) envelope (Envelope #1).

d. The sealed Envelope #1 is then inserted by the voter into a second preaddressed envelope (Envelope #2) which should then be sealed. In the upper left-hand corner of Envelope #2, the voter prints and signs their name, address, and lot, parcel or unit number that entitles them to vote. Envelope #2 may be mailed or delivered by hand to the pre-addressed address specified on the envelope.

e. The owners of multiple properties must submit separate sealed ballot envelopes (#1 and #2) for each property. To preserve the confidentiality of the vote, each multiple vote property owner will be mailed one Envelope #2, one ballot for each vote held by that owner for his/her property and one Envelope #1 for each ballot. (For instance, if the owner's multiple-family residential lot pays three units of assessment, that owner will be sent one Envelope #2, three ballots and three Envelopes #1.)

f. Each completed ballot shall be inserted and sealed by the owner in its own Envelope #1, pre-addressed to the Inspectors.

g. The sealed Envelopes #1 (containing the ballots) for each multiple-vote property shall then be inserted by the owner into Envelope #2, which envelope, in turn, should then be sealed. In the upper left-hand corner of Envelope #2, the voter prints and signs their name, address, and lot or parcel number that entitles the owner to vote. Envelope #2 may be mailed or delivered by hand to the pre-addressed address specified on the envelope.

h. Once an Envelope #2 with one or more ballots enclosed is submitted for a multiple-vote property to the Inspectors, that submission is irrevocable; no further or replacement ballots may be cast for that property.

i. The Member may request a receipt for hand delivery of the sealed Envelope #2 to the location selected by the Inspectors. Any Member desiring a receipt for mail delivery should send the ballot by certified mail, return receipt requested, to the location selected by the Inspectors.

j. Only the Association's ballots in the form which are sent out to the Membership by the Association or are provided by the Association at the Membership meeting will be accepted by the Inspectors.

k. Proxies will be accepted only if first filed with the Secretary and then only if Inspectors determine the proxies meet the requirements of the Bylaws, California Corporations Code and California Civil Code.

l. Any instruction given in a proxy that directs the manner in which the proxy holder is to cast the vote must be set forth on a separate page of the proxy that can be detached and given to the proxy holder to retain.

m. The proxy holder must be present in person at the meeting and shall cast the Member's vote by secret Ballot.

n. Any Member who gives another person his/her proxy does so with the full understanding that the Association and Inspectors will not be responsible for ensuring that any proxy holder votes the proxy in accordance with the proxy holder's direction.

9. **Submitted Ballots are Irrevocable**. Once a Member submits his or her ballot to the Inspector of Elections, as directed,. The ballot cannot be revoked.

10. **Single Family Residential Lot Voting**. Only one ballot may be submitted for each single-family residential address. Once a Member submits a ballot with regard to a particular address, no other ballot or proxy may be submitted for that property. Should more than one ballot be received for any property, the first ballot received will be the one counted. If it cannot be determined which ballot was the earliest received, no ballot will be counted for thatproperty except one ballot for quorum purposes only.

11. **Registration of Secret Ballots at the Meeting**.

a. The Association will have the Membership registration list at the meeting.

b. Management will not register any of the ballots or proxies received by the Association. Registration will be performed by the Inspectors at the meeting.

c. All ballots must be sealed in the two sealed, pre-addressed envelopes and Envelope #2 must contain all required information on the upper left-hand corner.

d. If a Member brings ballots for other Members to the Membership meeting, the ballots musts be sealed in separate individual Envelopes #1 and #2 as required above. The Inspectors will register and make all necessary determinations regarding those sealed ballot envelopes.

e. The Inspectors will review the information provided on the upper left-hand corner of Envelope #2. The Inspectors will require, at a minimum, the following:

i) The printed name of the Member must be legible and must match the name of at least one of the record owners of the property as shown on the Association's Membership list.

ii) The Member's signature must be on the Envelope #2.

iii) The address or property identifier shown on Envelope #2 must correspond to the Member's property on the Association's Membership list.

iv) If these requirements are not met, the envelope/ballot will not be valid for any purpose, including quorum, and will not be registered.

12. **Registration of Members in Person**.

a. Members wishing to vote in person at the Membership meeting must present themselves at the registration table.

b. A Member may not revoke any previously mailed or delivered ballot; if the Inspectors confirm that a ballot was received by the Inspectors the Member may attend the meeting but will not be given a new ballot to vote at the meeting. If the Inspectors confirm that a ballot was not received the Member will be given a ballot and two envelopes to mark, seal and complete and cast in secret at the meeting.

c. Members voting in person at the meeting must still use the Association provided ballot and Envelopes #1 and #2, and Envelope #2 must be filled out, sealed, and signed. Failure to use the two-envelope system at the meeting may lead to invalidation of the ballot cast at the meeting and shall prevent the ballot from being counted at any adjourned date if the meeting is adjourned for lack of a quorum.

13. **Registration of Proxies/Determination of Quorum**.

a. If a person brings proxies to the Membership meeting, the Inspectors will review and make all necessary determinations regarding those proxies, including the validity of those proxies.

b. The Inspectors will determine based upon the count of the number of Members voting (as appropriate) in person, by proxy, or by mail, as shown on the registration list, that quorum has been obtained.

c. If a Member has cast a ballot by mail or delivery to the Inspectors, that ballot will supersede and control over any proxy submitted, regardless of date.

d. Upon determination that a quorum has been obtained, the Inspectors may close registration at the polls. Once registration at the polls has been closed, no Member may revoke his/her proxy.

14. **Adjourned for Lack of Quorum/Recessed Meeting**.

a. If any Membership meeting is adjourned to another date due to lack of quorum, ballots already received by the Inspectors in properly completed, sealed Envelopes #1 and #2 will be valid for adjourned meetings.

b. The ballots will be counted during a properly noticed open meeting of the Board or during a Membership meeting. The Inspectors may request that any meeting be recessed to allow the Inspectors to continue the counting and tabulation of the ballots at another time. Notice of the recessed meeting will be given as required by law. The Inspectors will continue to maintain custody of all ballots until the counting and tabulation is complete.

15. **Observation/Custody of Ballots, Etc.**

a. Any candidate or other Member of the Association may witness the counting and the tabulation of the votes.

b. No person, including any Member of the Association, any employee or manager, may open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated.

c. The sealed ballots at all times will be in the custody of the Inspectors until after the tabulation of the votes and any additional period as may be required by statute, at which time custody is transferred to the Association.

16. **Consultation With Association Counsel**. The Inspectors will have the authority to confer with Association legal counsel in advance or at the meeting. Legal counsel represents the Association and does not represent the Members, Inspectors, Board Members, management, orany other person. By the adoption of these rules, Association legal counsel has been authorized by the Board of Directors to provide advice to and to waive the attorney-client confidential communication privilege as determined necessary or prudent by the attorney to inform and advise the Inspectors regarding issues related to the Inspectors performing their duties for the Association. The Inspectors may confer with Association legal counsel outside the presence of the Members.

17. **Tabulation, Counting, Inspectors' Conduct, Etc.**

a. Once the balloting has been closed by the Inspectors, the Inspectors may then open the sealed envelopes and begin the count and tabulation of the ballots.

b. All votes shall be counted and tabulated by the Inspectors in public, at a properly noticed open meeting of the Board or of the Members, after verification of a quorum of the Membership .

c. If the Inspectors open the envelopes and determine that there is no ballot in the envelopes, then the Inspectors will indicate on the registration list next to that owner's name that no ballot was received.

d. Members and candidates may witness the counting and tabulation from a distance of no less than six feet from any Inspector.

e. The Inspectors will not provide Members or candidates with information, will not answer questions, engage in discussion, and will not provide any interim counts or tabulations. Inspectors will only provide the Members or Inspectors with a final count and tabulation.

f. Members and candidates may not communicate with the Inspectors during the inspection, registration, count or tabulation process.

g. Ballots must be legible and clearly marked. If the ballot is marked to cast more votes than the maximum number of votes for that election, no votes will be counted, and the ballot will be used for quorum purposes only.

h. Inspectors will certify the results of the Membership election by completing a report.

18. **After Tabulation**.

a. Results of the election shall be announced and be promptly reported to the Board of Directors and recorded in the minutes of the next meeting of the Board.

b. Results shall be available for review by all Members after the certification of the Membership meeting by the Inspectors.

c. Tie Votes: For election of Directors, in the event of a tie vote among any number of the candidates, the winner will be determined by a coin toss. The coin toss shall be administered by one of the appointed election inspectors. In the event of a tie among more than two candidates, the winner will be determined by drawing numbers. The winning candidate will be the candidate drawing the highest number from 1-10.

d. Within 15 days of the election, the Board shall publicize the results of the election in a communication directed to all the Members.

e. The ballots and the envelopes, along with the registration list, will be stored by the Association in a secure place for no less than one year after the date of the election.

f. In the event of an election challenge and upon receipt of a written request from a Member, the Association will make the ballots available for inspection and review by Association Members or their authorized representatives. In order to protect the security of the ballots, one or more Association representatives must be present during such review. The Association will not make proxies available for review or inspection.

g. Any recount shall be conducted in a manner that shall preserve the confidentiality of the vote.

19. **Director Election By Acclamation**

a. When, as of the deadline for submitting candidate nominations for election to the Board the number of qualified candidates is not more than the number of vacancies to be elected, as determined by the inspector or inspectors of the elections, Association may consider the qualified candidates elected by acclamation if all of the following conditions have been met:

i) The Association has held an election for directors in accordance with the Civil Code Section 5100 secret ballot procedures within the last three years.

ii) The Association provided initial individual notice of the election and the procedure for nominating candidates at least 90 days before the deadline for submitting nominations including: a) the number of open board positions to be filled; b) the deadline for submitting nominations; c) the manner in which nominations can be submitted; and, d) a statement informing Members that if, at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are board positions to be filled, then the board of directors may, after voting to do so, seat the qualified candidates by acclamation without balloting.

iii) The Association sent a "reminder notice" between 7 and 30 days before the nomination deadline stating a) the number of open board positions to be filled; b) the deadline for submitting nominations; c) the manner in which nominations can be submitted; d) a list of the names of all of the qualified candidates for the Board as of the date of the reminder notice; and, e) a statement reminding Members that if, at the close of the time period for making nominations, the number of qualified candidates is equal to or less than the number of open Board positions to be filled, then the Board may, after voting to do so, seat the qualified candidates by acclamation without balloting.

iv) The Association provides, within seven (7) business days of receiving a nomination, a written or electronic communication acknowledging the nomination to the Member who submitted the nomination.

v) The Association provides, within seven (7) business days of receiving a nomination, a written or electronic communication to the nominee, indicating either a) the nominee is qualified to run for the Board; or, b) the nominee is not qualified to run for the Board, the basis for the disqualification and the internal dispute resolution procedure for the nominee to appeal the disqualification.

vi) The Association shall permit all qualified candidates to run if nominated.

vii) The Board must vote to seat the qualified candidates at an Open Board meeting where the agenda item reflects the names of the qualified candidates.

20. **Access to Association Facilities and Communications/Use of Association Funds**.

a. If any candidate or Member advocating a point of view is provided access to any Association media, including newsletters, Internet web sites, other Association publications during any campaign, for purposes that are reasonably related to that election, then all candidates and Members advocating a point of view shall be provided with equal access for purposes reasonably related to that election.

b. The Association shall not edit or redact any content from these communications but will provide a statement specifying that the candidate or Member, not the Association, is responsible for that content.

c. Access to common area meeting space will be made available to all candidates and Members advocating a point of view, for purposes reasonably related to the election, at nocharge, on a first come first-served basis. Reservations for meetings at the Association's meeting room will be accepted following mailing of the Membership meeting notice.

THE FORGOING AMENDED MEMBERSHIP MEETING AND VOTING RULES WERE ADOPTED by the Board of Directors, Silver Lakes Association, at a duly noticed open Board meeting.
ATTESTED TO:

By: /s/ Debbie Valentine-Smith
Secretary, Board of Directors

By: /s/ Susan A. Bellani
General Manager