

Holly Lake Ranch Association

2018 Election of Board Members Calendar

Summary

This document contains a list of actions and dates for execution of the 2018 Election of Board Members. Dates may change as needed.

Election Dates and Periods:

- August 21, 2018
 - Action: August Board of Directors Open Meeting
 - Who: Board
 - Election plan and budget presentation to the Board.
 - ***NOTE: This is the latest date when Board approval can be given without impacting the election calendar. Presentation in an open meeting is a formality. The Board may approve the plan and budget at any time.***

- September 18, 2018
 - Action: Supply Candidate Solicitation Letter to the HLRA staff for inclusion in the October statement mailing.
 - Who: HLRA Staff, Election Committee

- 8:00 AM, September 20, 2018
 - Action: Candidate Information Packets available at the HLRA office.
 - Who: Election Committee, HLRA Staff

- September 20, 2018
 - Action: Post notice of election and candidate solicitation at entrances and website.
 - Who: HLRA Staff
 - This action establishes the candidate solicitation notification date in accordance with state law.

- September 21, 2018
 - Action: Candidate Solicitation Announcement in the weekly HLRA email update.
 - Who: HLRA Staff
 - This action reinforces the candidate solicitation notification date in accordance with state law.

- September 25, 2018
 - Action: Candidate Solicitation Letter to membership in October statement mailing.
 - Who: HLRA Staff

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- 5:00 PM, October 15, 2018
 - Action: Candidate Application submission deadline.
 - Who: Candidates, HLRA Staff

- October 16, 2018
 - Action: Candidate background check
 - Who: HLRA staff
 - Background checks can be completed as soon as an application is received, in advance of this date.

- October 17, 2018
 - Action: Ballot design deadline
 - Who: Election Committee
 - Ballot design includes candidate names.

- October 18, 2018
 - Action: Announce Candidates
 - Who: General Manager
 - Through e-mail and social media

- 5:00 PM, October 17, 2018
 - Action: Voter eligibility deadline.
 - Who: Election Committee
 - Property ownership transfers after this deadline will not change voter eligibility in this election.

- October 18, 2018:
 - Action: Extract eligible voting member list from Jonas, Voter Designation Forms
 - Who: HLRA Staff, Election Committee
 - Jonas extract will be filtered to include only those who own one or more lots within Holly Lake Ranch as of 5:00 PM, October 18, 2018. Renters, prior members who no longer own a lot, and all non-members will be excluded from the extract. Voter Designation forms on file with the HLRA office will also be used to determine member voting eligibility.

- October 18, 2018:
 - Action: Review eligible voting member list.
 - Who: Election Committee

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- October 19, 2018
 - Action: Ballot production date
 - Who: HLRA Staff

- October 22 through November 25, 2018
 - Action: Campaign for volunteer vote counters
 - Who: General Manager, Election Committee
 - HLRA newsletters and the weekly HLRA General Manger's email will include a paragraph asking for volunteers to count election ballots. Anyone interested can send their name, address, and phone number via email to election@hollylakeinfo.com. The Election Committee will accumulate the emails until November 25, 2018.

- 6:30 PM October 23, 2018 (Pending Approval from GM)
 - Action: Candidate Orientation
 - Who: General Manager, Election Committee

- October 25, 2018
 - Action: Mail ballots to members in Association November statement mailing
 - Who: HLRA Staff
 - This establishes the absentee ballot distribution date and the beginning of the voting period under state law.

- 8:00 AM, October 25, 2018
 - Action: Place secured ballot box in HLRA Office lobby.
 - Who: Election Committee
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- 8:00 AM, October 25, 2018
 - Action: Verify the PO Box is empty
 - Who: Election Committee

- 6:00 PM, November 6, 2018
 - Action: Board of Directors open meeting
 - Who: Board
 - This is an opportunity for the Board to announce the roster of candidates.

- October 26 through November 29, 2018
 - Action: Retrieve submitted ballots from the PO Box.

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- Who: Election Committee
- Ballots will be retrieved from the PO Box each Tuesday and Friday beginning October 27, with a final retrieval at 5:00 PM, November 29, 2018. Each ballot retrieval will be performed by 2 Election Committee members. Between ballot retrievals the secured tote containing retrieved ballots will be stored in a locked closet in the HLRA Office.

- November 23, 2018
 - Action: Identify Candidate appointed observers.
 - Who: Candidates, Election Committee
 - As a courtesy, each candidate may identify one individual to observe the ballot counting. Even though the election is not being conducted as a “vote by secret ballot” as described in TPC 209.0058(d), the rules concerning candidate appointed observers given by TPC 209.0058(d)(3) will apply. Specifically, *“each candidate may name one person to observe the counting of the ballots, provided that this does not entitle any observer to see the name of the person who cast any ballot, and that any disruptive observer may be removed.”*

- November 26, 2018
 - Action: Select ballot counting volunteers and alternates
 - Who: Election Committee
 - Names of all who responded to the campaign for volunteers will be placed in a container. Volunteer names will then be pulled one at a time from the container, an attempt will be made to call the individual to verify she/he is still interested in counting ballots and is available all day November 30, 2018 to perform the count. If the individual is still interested and available, her/his name will be placed on the ballot counting team. The process is repeated until 6 ballot counters and 3 alternate ballot counters have been selected.

- 5:00 PM, November 29, 2018
 - Action: Remove ballot box from HLRA Office lobby
 - Who: Election Committee
 - The ballot box will be placed in the secured closet within the HLRA Office.

- 5:00 PM, November 29, 2018
 - Action: Final retrieval of ballots from PO Box.
 - Who: Election Committee
 - Final ballot retrieval from PO Box will be performed by 2 Election Committee members.

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- 8:00 AM, November 30, 2018
 - Action: Ballot counting begins
 - Who: Ballot counting team

- 5:00 PM, November 30, 2018
 - Action: Deadline for communicating election vote results to the Board of Directors and General Manager
 - Who: Election Committee Chair/Vice-Chair
 - If it becomes evident that the ballot counting process will not be completed by 5:00 PM, the Election Committee Chair/Vice-Chair will notify the General Manager and Board members as early as possible of the delay and include an estimate of when the counting will be completed.

- December 1, 2:00 PM
 - Action: Annual Board Meeting – Announce results of the election
 - Who: HLRA Board of Directors
 - If desired, the Board may request the Election Committee to report on the election vote.

- December 3 through December 17, 2018
 - Action: PO Box check for recount requests and late ballots
 - Who: Election Committee
 - Texas Property Code 209.0057 allows any member to call for a recount no later than 15 days following the announcement of the results of an election or vote.
 - The law states that one method to request a recount is to send the request by verified mail “*to the address to which absentee and proxy ballots are mailed.*”
 - Therefore, two Election Committee members will check the PO Box for recount requests each Monday, Wednesday, and Friday from December 3 through December 17, 2018.
 - If a recount request is received, the Election Committee will immediately notify the Board and General Manager.
 - The Election Committee will then immediately prepare a recount calendar detailing the actions to be taken, the dates by which the actions must be taken, and who must take the action.
 - It is possible that some ballots may be delivered after the ballot submission deadline.
 - Any ballots found in the PO Box after the submission deadline will be accumulated in a secured tote until December 17, 2018.
 - The Election Committee will meet to process the late ballots.

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- Each ballot will have a Ballot Rejection form attached indicating the ballot was received after the submission deadline.
 - The ballots with the rejection form attached will be placed in the secured tote holding all other election related material.
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- June 21, 2019
 - Action: Secure disposal of election vote materials
 - Who: Election Committee
 - This is the earliest disposal date for all material related to the 2018 Election of Board Members. The actual disposal date of the material may be delayed at the direction of the Board of Directors, a court of law, or at the discretion of the Election Committee.