

The Woods Homeowner's Association, Inc. has a statutory obligation to seek the voting participation of each owner of a lot in our subdivision for our Annual or Member Meeting.

There is a Statutory Obligation of each Homeowner member of the Association to participate in the voting process for the business of the Homeowners Association.

What do we vote for:

1. At any Annual or Member Meeting of the Homeowner members, where there is a quorum (40% of the 117 homeowner lots are represented):
 - a. Annual election of Officers, Board Members, and Architectural Committee Members. A simple majority of votes present is required.
 - b. Any other business to be brought before the homeowner members for a vote. A simple majority of votes present is required.
 - c. Any amendments to the Articles of Incorporation, Bylaws or maximum dues of the WHOA. A 2/3 vote of members at a meeting of the members is required.
2. Any amendments to the Covenants of the WHOA. Requires 70% of homeowner members to pass.

Convenient ways to vote:

- Mail In Paper Ballot – new process to provide more privacy to your vote
- Online Voting – secure and private
- In Person or by valid Proxy at Annual Member Meeting or other Member Meeting

Intent of new voting and vote counting processes is to ensure that:

1. The Homeowners Association provides several easy and convenient methods for casting a valid ballot as possible within the budget and manpower constraints available to it.
2. That only valid ballots from members in good standing are counted.
3. To take affirmative action to achieve a legal quorum of valid ballots for a vote by the homeowner members of the Association.
4. To provide reasonable protections to preserve the anonymity of a vote, while ensuring that each vote is from a valid ballot.
5. You may choose to waive the secrecy of your ballot if you choose to deliver your ballot by email to:

The Online Voting Process

1. The WHOA is using the services and voting platform of SnapBallot.com to provide secure and secret ballot voting in an online platform. INSERT LINKS HERE FOR INFO ABOUT SNAPBALLOT

2. The Secretary of the WHOA shall create and upload a list of homeowners in good standing for an upcoming vote. This voter list shall contain for each homeowner member household: First and Last Names of the household, 1 email address, Member ID to indicate your address and lot #(s), and Vote Weight (# of lots/votes).
3. An Online Ballot shall be prepared with all of the same Ballot Items and Choices as the mail in paper ballot.
4. Concurrent with the mailing of the Mail In Ballot the Online Voting Ballot shall be opened.
5. Upon the opening of the Online Voting Ballot, SnapBallot will send an email to each of the eligible voters containing a voting hyperlink that is unique for them and their household. This voting link can only be used to cast a household's vote(s) once.
6. At no point in the Online Voting process or system can anyone see for whom a voter voted for. The only visibility, during and after the voting, is which voters have or have not cast their ballot; this will allow reminders to those who have not yet voted to complete the process and to ensure that a voting quorum has been achieved.
7. The Online Voting Ballot shall close 2 days before the meeting date, to allow the Online Voting Reports to be prepared for the Counting Committee.

The Mail In Paper Ballot Process

1. Each homeowner member of the WHOA will be provided a Mail In Paper Ballot and two envelopes.
2. Each homeowner member shall have a number of votes attributed to their ballot based upon the number of residential lots that they own and dues are paid upon. This will be done at counting time when a Counting Committee will validate ballots and preserve secrecy of the ballot.
3. You may only vote once, duplicate votes will be discarded. Should you vote by both Online Voting and a Paper Ballot, the Paper Ballot will be discarded.
4. Mark your votes on the ballot, cumulative voting is not allowed for board and committee members.
5. Place this completed ballot into envelope marked "Ballot" and seal the envelope securely.
6. Place this sealed "Ballot Envelope" in the second outer "BALLOT Return Envelope" addressed to: The Woods Homeowner's Association, Inc., P.O. Box 1495, Richmond, KY 40476.
7. The eligible voter shall sign the "outer" "BALLOT Return Envelope" and identify their lot #(s) or home address which the voter represents.
8. A "Ballot Return Envelope" received without identification on the envelope will be discarded, because we cannot validate that the voter and ballot.

9. Your ballot envelope shall remain sealed until the Counting Committee verifies the ballots at the Annual Meeting.
10. The “Ballot” envelope and the ballot inside will not contain your name, but will be marked with the number of votes by a non-board member of the committee. The “Ballot” envelope will be separated from the envelope and only then will the votes cast be counted. This new process will provide secrecy of your ballot.
11. Any votes received purporting to be you, after an Online Vote is cast by you will be discarded.

In Person Voting

1. In Person voting at an Annual or other Member meeting will be accomplished using the same paper ballot as a Mail In Paper Ballot.
2. The Paper Ballot will be delivered to the WHOA Secretary upon completion for counting along with the Mail In Paper Ballots at the meeting by the Counting Committee.

Proxy Voting

1. Due to the quorum requirement for an Annual or Member Meeting; we utilize Paper and Online Ballots distributed in advance of the meeting to ensure we can get enough voter participation for a quorum.
2. As such there is no live voting at the meeting; only the opportunity to complete a Paper Ballot if you have not cast your vote already.
3. A Proxy would only give permission to your proxy to complete a Paper Ballot on your behalf. So just go ahead and cast your vote in advance and save a step.

Vote Counting Process

1. Votes will be counted by a 3 person Counting Committee; chaired by WHOA Secretary and 2 non-board homeowner members.
2. The counting of votes will be accomplished at the Annual Meeting in full view of all present.
3. The Online Voting will close two days before the meeting. The WHOA Secretary will generate reports from the SnapBallot online voting platform prior to the meeting after the Online Voting has closed. These reports will be 1) a voter report, showing which homeowners have voted or not voted, 2) a ballot item voting results report which will show the vote totals for each ballot item and choice. There is no report or visibility that shows how a voter cast their ballot.
4. The WHOA Secretary shall prepare and have present at the meeting a list of all homeowner members in good standing, which includes their address, lot #(s), # of votes (lots), hereinafter the **Voter List**.

5. The WHOA Secretary shall prepare and have present at the meeting a **Ballot Tally Sheet** for recording the vote totals for each ballot item and its choices.
6. The Counting Committee shall validate and mark on the Voter List for each Online Voting voter from the voter report that has cast a valid ballot.
7. The mail-in and in person paper “Ballot Return Envelopes” will be validated by a member of the Counting Committee reading the return name and address to the Secretary, who will then indicate the number of votes to be marked on the outside of the envelope. The Secretary will also mark on the Voter List that the homeowner has cast their vote. Should the paper ballot envelope be a duplicate because a vote has already been cast by the homeowner, then the paper ballot will be discarded.
8. When all paper “Ballot Return Envelopes” have been validated and marked with the number of votes; the WHOA Secretary shall review the Voter List and determine if we have a quorum of 40% of the eligible homeowner members 117 lots represented and announce this to the meeting. If a quorum is NOT achieved, the vote counting will be suspended and the meeting adjourned. At such time as enough additional ballots are cast a member meeting will be held to complete the voting process.
9. The meeting will continue until such time as the ballots will be counted. Then the Counting Committee will continue with the next steps.
10. Having achieved a quorum, the two non-board members of the Counting Committee shall begin opening the paper “Ballot Return Envelopes” in the following process.
 - a. Under the supervision of the Secretary, the Non-Board Committee members will open each “Ballot Return Envelope” and remove the “Ballot” envelope.
 - b. The Non-Board Member will take note of the number of lots/votes on the “Ballot Return Envelope” and mark this same number on the “Ballot” envelope which is still sealed. The “Ballot” envelope will contain no other identifying information beyond the number of lots/votes.
 - c. The “Ballot Return Envelope” will be set aside and the “Ballot” envelope placed in a stack.
 - d. When all “Ballot Return Envelopes” have been processed then The “Ballot Return Envelopes” will be removed and placed in a larger envelope and sealed, as they are no longer needed.
11. The Counting Committee will now go about the task of opening each “Ballot” envelope and removing the enclosed ballot. The ballot shall be marked with the same number of lots/votes as found on the “Ballot” envelope. The “Ballot” envelope shall be set aside and the ballots placed in a stack.
12. The ballots shall be read by a Counting Committee member and votes added to the Ballot Tally Sheet for each ballot.

13. When all ballots have been tallied and votes totaled, the Counting Committee members shall sign their names to the Ballot Tally Sheet and Voter List thus certifying the election.
14. The WHOA Secretary shall announce the results of the ballot voting.