

TIPS FOR SUCCESSFUL ELECTIONS

Check your state statutes for specific requirements for community association board elections. Some items to look for include when the meeting notice needs to be sent (how many days before the meeting), if the notices must be mailed or if they can be emailed, if the vote has a secret requirement, if a proxy is required, etc.

Check your governing documents. Check both your CC&Rs and bylaws. Look for meeting date and timing requirements, the terms of the positions, ballot secrecy, quorum requirements, if votes can be changed after submitted, is there an owner date of record of those who are eligible to vote, and if owners who are delinquent paying assessments can vote, etc.

Make a list of all the election details. Once you know your requirements, make a list of all the details and keep it in an annual meeting folder* so you can refer to it each year. You may even want to keep the pages of your governing docs with the specific sections highlighted that show the requirements in this folder. Your list should include the number of homes, quorum requirement, how many ballots are required for quorum, how many directors are elected each year, and the length of the terms, etc. Be sure to include the location of the meeting and your contact person.

Create a timeline of when each item needs to be completed. Advance planning of the timing will keep you on track to have a successful HOA board election. Be sure to list all the dates: when to send the call for candidates, when the candidate intents must be received by, when the notice must go out, when the ballots must go out, when the ballots must be returned by, etc.

** The goal in creating the community association annual meeting folder and timeline is to ensure all requirements are met and the process is followed correctly each year. Failing to follow the process could result in an election being deemed invalid and needing to be redone, costing the association both time and money.*

Source: VoteNowHOA.com, reprinted with permission

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