

ELECTION RULES

of

THE GLEN-FELIZ CONDOMINIUMS ASSOCIATION INC.

(a California nonprofit mutual benefit corporation)

As Adopted: October _18__, 2020

California Civil Code §§ 4340, et seq.

California Civil Code §§ 5100, et seq.

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1. INTRODUCTION

A. The following election rules ("Rules") are adopted by the Board of Directors ("Board") of The Glen-Feliz Condominiums Association, Inc. ("Association"). The Rules shall be effective as of December _18__, 2020.

B. These Rules govern the Association and the Association's Members and Owners. These Rules are intended to comply with applicable law (including, but not limited to, California Civil Code §§ 4340, et seq. and §§ 5100, et seq.) and the "Superseding Declaration of Covenants, Conditions, Restrictions and Reservation of Easements for the Glen-Feliz Condominiums (A Condominium Project)" as recorded in the office of the Los Angeles County Registrar – Recorder as Document No.: 99-0653177.

C. It is the intent of the Association that these Rules govern the procedures for elections.

2. DEFINITIONS

For the purpose of these Rules and Regulations, the following definitions shall apply.

A. "Association" shall refer to and mean The Glen-Feliz Condominiums Association, Inc., a California nonprofit mutual benefit corporation.

B. "Board" shall refer to and mean the Board of Directors of the Association.

C. "Condominium" shall refer to and mean an undivided interest in common in a portion of real property coupled with a separate interest in a space called a "Unit."

D. "CC&Rs" shall refer to and mean the "Superseding Declaration of Covenants, Conditions, Restrictions and Reservation of Easements for the Glen-Feliz Condominiums (A Condominium Project)" as recorded in the office of the Los Angeles County Registrar – Recorder as Document No.: 99-0653177.

E. "Member" shall refer to and mean every person or entity that holds membership in the Association.

F. "Owner" shall refer to and mean each person and entity holding a record ownership interest in a Condominium. The term "Owner" shall not include persons or entities that hold an interest in a Condominium merely as security for the performance of an obligation. Only an "Owner" may hold a membership in the Association.

G. "Unit" shall refer to and mean the elements of a Condominium, as defined in California Civil Code §4125, which are not owned in common with others or other Condominiums in the Condominium Project. The boundaries of the "Units" are as shown and defined on the Condominium Plan for the Development recorded in connection with the CC&Rs.

3. ELECTIONS

A. Secret Ballot and Other Voting Procedures.

Notwithstanding any other provision of the governing documents (including these Rules), elections regarding assessments legally requiring a vote, election and removal of directors, amendments to the governing documents, or the grant of exclusive use of common area pursuant to California Civil Code §4600 shall be held by secret ballot in accordance with the procedures set forth below.

1. The Association shall hold an election for a seat on the Board in accordance with the procedures set forth in these Rules at the expiration of the corresponding director's term. The term of each director shall be one (1) year.
2. These Rules also govern an election on any topic that is expressly identified in the Rules as being governed by these Rules and/or Article 4 (Member Election) of Chapter 6 (Association Governance) of Part 5 (Common Interest Developments) of Division 4 (General Provisions) of the California Code of Civil Procedure.
3. The procedures set forth in these Rules shall apply to votes cast directly by the Membership, but do not apply to votes cast by delegates or other elected representatives.
4. Nomination of a candidate may be from the floor of a Membership meeting.
5. Write-in candidates are permitted. Ballots shall make provision for write-in candidates.
6. The Association shall not refuse a ballot to a person for any reason other than that person not being a Member at the time when the ballot is distributed.
7. The Association shall not refuse a ballot to a person with general power of attorney for a Member.
8. A ballot of a person with general power of attorney for a Member shall be counted if that ballot is returned in a timely manner.

9. The Inspector or Inspectors of Elections shall deliver, or cause to be delivered, at least 30 (thirty) days before an election, to each Member both of the following documents:
 - (a) The ballot or ballots.
 - (b) A copy of the election operating rules. Delivery of the election operating rules may be accomplished by either of the following methods:
 - (i) Posting the election operating rules to an internet website and including the corresponding internet website address on the ballot together with the phrase, in at least 12-point font: "The rules governing this election may be found here:"
 - (ii) Individual delivery.
10. Election operating rules shall not be amended less than 90 (ninety) days prior to an election.

B. Disqualification and Exceptions to Disqualification.

1. The Association shall disqualify a person from nomination as a candidate if the person is not a Member of the Association at the time of the nomination.
2. The Association shall disqualify a nominee if that person discloses, or if the Association is aware or becomes aware of, a past criminal conviction that would either prevent the Association from purchasing the fidelity bond coverage required by California Civil Code §5806 should the person be elected or terminate the Association's existing fidelity bond coverage as to that person should the person be elected.
3. The Association shall disqualify any nominee who fails to be current in the payment of a regular and/or special assessment.
4. The Association shall not disqualify a nominee for nonpayment of fines, fines renamed as assessments, collection charges, late charges, or costs levied by a third party.
5. The Association shall not disqualify a nominee for failure to be current in payment of regular and/or special assessments if any of the following circumstances are true:

- (a) The nominee has paid the regular assessment or special assessment under protest pursuant to California Civil Code §5658;
 - (b) The nominee has entered into a payment plan pursuant to California Civil Code §5665.
 - (c) The nominee has not been provided the opportunity to engage in internal dispute resolution pursuant to California Civil Code §§5900, et seq.
- 6. The Association shall disqualify a nominee if the person, if elected, would be serving on the Board at the same time as another person who holds a joint ownership interest in the same separate interest parcel as the person and the other person is either properly nominated for the current election or an incumbent director.
 - 7. The Association shall disqualify a nominee if that person has been a Member of the Association for less than one (1) year.
 - 8. If title to a separate interest parcel is held by a legal entity that is not a natural person, the governing authority of that legal entity shall have the power to appoint a natural person to be a Member for purposes of these Rules.

C. Directors' Obligation to Be Current.

Once elected, a director is required to be current in the payment of regular and/or special assessments owing to the Association. Subject to the dictates of subsection 5 of Section B, above, a sitting director shall be removed from office for a failure to be current in the payment of regular and/or special assessments owing to the Association.

D. Additional Election Rules.

In addition to the other Election Rules herein contained, each of the following are applicable to Association elections.

- 1. Qualifications for candidates for the Board, and any other elected position, are subject to these Rules and the governing documents.
- 2. All procedures for the nomination of candidates shall be consistent with these Rules and the governing documents.

3. A Member/Owner shall have the right to nominate themselves for election to the Board.
4. The Association shall allow the Inspector or Inspectors of Election to appoint and oversee additional persons to verify signatures and to count and tabulate votes as the Inspector or Inspectors deem appropriate, provided that the persons are independent third parties.
5. The Association shall require retention of, as Association election materials, both a candidate registration list and a voter list. The voter list shall include name, voting power, and either the physical address of the voter's separate interest, the parcel number, or both. The mailing address for the ballot shall be listed on the voter list if it differs from the physical address of the voter's separate interest or if only the parcel number is used. The Association shall permit Members to verify the accuracy of their individual information on both lists at least 30 (thirty) days before the ballots are distributed. The Association or Member shall report any errors or omissions to either list to the Inspector or Inspectors who shall make the corrections within two (2) business days.

E. Inspectors of Election

1. The Association shall select an independent third party or parties as an Inspector of Elections. The number of Inspectors of Elections shall be one (1) or three (3).
2. An independent third party includes, but is not limited to, a volunteer poll worker with the county registrar of voters, a licensee of the California Board of Accountancy, or a notary public.
3. An independent third party may be a Member, but may not be a director or a candidate for director or be related to a director or to a candidate for director.
4. An independent third party may not be a person, business entity, or subdivision of a business entity who is currently employed or under contract to the Association for any compensable services other than serving as an Inspector of Elections.
5. Without limiting the foregoing, an Inspector of Elections shall not be any of the following: (a) the Association's property manager, including, but not limited to, any employee of the Association's property manager; (b) the Association's

account, including, but not limited to, any employee of the Association's account; and, (c) the Association's legal counsel, including, but not limited to, any employee of the Association's legal counsel.

6. The Inspector or Inspectors of Elections shall do all of the following:
 - (a) Determine the number of memberships entitled to vote and the voting power of each.
 - (b) Determine the authenticity, validity, and effect of proxies, if any.
 - (c) Receive ballots.
 - (d) Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote.
 - (e) Count and tabulate all votes.
 - (f) Determine when the polls shall close, consistent with the governing documents.
 - (g) Determine the tabulated results of the election.
 - (h) Perform any acts as may be proper to conduct the election with fairness to all Members in accordance with the Davis-Stirling Act, the California Corporations Code, and all applicable rules of the Association regarding the conduct of the election that are not in conflict with the foregoing.
7. An Inspector of Elections shall perform all duties impartially, in good faith, to the best of the Inspector of Election's ability, as expeditiously as is practical, and in a manner that protects the interest of all Members of the Association. If there are three (3) Inspectors of Elections, the decision or act of a majority shall be effective in all respects as the decision or act of all. Any report made by the Inspector or Inspectors of Elections is prima facie evidence of the facts stated in the report.

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F. Notice of Elections

1. The Association shall provide general notice of the procedure and deadline for submitting a nomination at least 30 (thirty) days before any deadline for submitting a nomination. Individual notice shall be delivered pursuant to California Civil Code §4040 if individual notice is requested by a Member.
2. The Association shall provide general notice of all of the following at least 30 (thirty) days before the ballots are distributed:
 - (a) The date and time by which, and the physical address where, ballots are to be returned by mail or handed to the Inspector or Inspectors of Elections.
 - (b) The date, time, and location of the meeting at which ballots will be counted.
 - (c) The list of all candidates' names that will appear on the ballot.
 - (d) Individual notice of the above paragraphs shall be delivered pursuant to California Civil Code §4040 if individual notice is requested by a Member.

G. Nomination Procedures (Applicable Only to Meetings Electing Directors)

1. Nomination Forms. The Board shall cause a Candidate Nomination form to be mailed to all Owners at least 60 (sixty) days before the date set for the Annual Meeting. The nomination form may, but is not required to, be in the form of the sample attached.
2. Deadline. Completed nomination forms shall be returned to the Association managing agent, or the Association Secretary if the Association has no managing agent, hand delivered or postmarked, no later than 30 days prior to the date set for the Annual Meeting.
3. Late Forms. Any nomination form delivered or postmarked later than 30 (thirty) days prior to the Annual Meeting will not be included in the secret written ballot procedure mailed in accordance with these Rules; however, candidates may be nominated from the floor at the Membership meeting.

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4. **Forms Content.** Completed nomination forms shall include a representation that the candidate, if an Owner, is in good standing, otherwise meets all qualifications for directors, and has agreed to place his or her name in nomination.
5. **Candidate's Statement.** Completed nomination forms may also include a candidate's statement of 100 (one hundred) words or less. Neither the Board nor the Association is responsible for the content of any candidate statement submitted.
6. **Result of Failure to Comply.** If the foregoing procedure is not followed, a candidate may still be nominated at the election meeting, provided the candidate, if an Owner, is in good standing, otherwise meets all qualifications for directors, and has agreed to place his or her name in nomination.
7. **Self-nominations.** An Owner may nominate him/herself, so long as the Owner is in good standing and otherwise meets the qualifications to serve as a director.

H. Campaigning, Candidate Statements, Common Area Access and Use of Association Funds

1. Any candidate for the Board, or any Owner advocating a point of view on an issue which is to be voted upon, shall have equal access to any Association media, newsletter or Internet Web site during the campaign. Equal access shall be provided to all candidates and for all points of view, including those not endorsed by the Board, for purposes that are reasonably related to the election or other vote which is being taken. However, the foregoing shall not require the Association or the Board to maintain any particular media, newsletter or Internet Web site.
2. The Association shall not edit or redact any content from any statement or election communication received from a candidate or Owner. Any content published shall include the following statement:

This statement is from the named candidate or homeowner, and not the Association. Neither the Association nor the Board of Directors is responsible for or endorses any of the views expressed in this statement.
3. All candidates for the Board and Owners shall have equal access to any common area meeting space during a campaign, at no cost, for purposes reasonably related to the election.

4. Association funds shall not be used for campaign purposes (as defined in California Civil Code §5135), in connection with any Board election or any other Association election except to the extent necessary to comply with duties of the Association imposed by law.
5. For the purposes of these Rules, “campaign purposes” includes, but is not limited to, the following:
 - (a) Expressly advocating the election or defeat of any candidate that is on the Association election ballot.
 - (b) Including the photograph or prominently featuring the name of any candidate on a communication from the Association or the Board, excepting the ballot, ballot materials, or a communication that is legally required, within 30 (thirty) days of an election. This is not a campaign purpose if the communication is one for which California Civil Code §5105(a) requires that equal access be provided to another candidate or advocate.

I. Quorum

1. A quorum is the minimum number of Owners who must participate in order to enable the Association to do business, including taking votes.
2. In order for an Owner to be included in the quorum, he or she must either:
 - (a) Personally attend the meeting, if the business is to be transacted at a meeting of the Membership;
 - (b) Submit a ballot pursuant to these Rules in advance of the meeting or ballot counting;
 - (c) Send to the Inspector(s) of Election a proxy to be used only for quorum purposes; or
 - (d) Provide a proxy to a person who attends on behalf of the Owner.
3. For purposes of this Association, a quorum, as set by the By-Laws, means Owners representing and entitled to cast at least 50 (fifty) percent of the total votes. If a Membership meeting is adjourned, a quorum for the adjourned meeting means Owners representing and entitled to cast at least 25 (twenty-five) percent of the total votes. However, notwithstanding any provision of the Governing Documents, pursuant to California Civil Code Section 4070, a quorum for purposes of any special assessment vote means more than 50 (fifty) percent of the owners of the Association.

4. The existence of a quorum at any annual or special meeting held for purposes of a vote or election shall be determined by the total of (i) all ballots received in advance of the meeting, plus (ii) the total Owners represented in person or by proxy who have not previously returned ballots. The existence of a quorum for any vote taken without a meeting shall be determined by the total of all ballots received in advance of the end of voting established by the Inspector(s) of Election.
5. Envelopes containing ballots cast prior to the meeting for counting shall not be opened for any reason but shall be date stamped or hand dated, and may be logged, organized and/or counted for quorum purposes only, prior to the tabulation by the Inspector(s) of Election.
6. If a quorum is not achieved, the meeting shall be adjourned by the vote of a majority of votes represented in person or by proxy, to a date according to the procedure set forth in the By-Laws. The secret ballots received prior to the meeting at which the votes were to be counted shall be maintained by the Inspector(s) of Election in a secure location until the adjourned meeting date.

J. Voting Qualifications

1. No Splitting of Votes. As set forth in the Declaration of Covenants, Conditions & Restrictions (the "CC&Rs") of the Association, the Owner of each Unit, as defined in the CC&Rs, is entitled to one vote per Unit on any matter for which a vote is taken, unless such Owner's voting rights have been suspended as provided in the CC&Rs and By-Laws. Fractional votes are not allowed.
2. Determination of Membership. In the event of a dispute over the current Owner of a Unit, the Unit Owner shall be determined by the latest recorded deed as of the record date, if a record date be determined by the Board, or otherwise as set forth in the By-Laws.
3. Multiple Owners of Same Membership. Where more than one person is identified as the record title Owner of a Unit, the vote for such Unit shall be determined by the Owners. Only one ballot may be submitted on behalf of a Unit, and any ballots or votes cast with respect to any such Unit in violation of this provision shall be null and void. Where multiple record Owners of the same Unit submit multiple ballots or otherwise attempt to cast multiple votes on behalf of a single Unit, no vote shall be counted for the matter in question; however, the ballots shall be counted as a single ballot for quorum purposes only. If any record Owner exercises the voting rights of a particular Unit, it will be conclusively presumed for all purposes that the person was acting with the authority and consent of all other Owners of the same Unit.

4. Cumulative Voting. Where the CC&Rs or By-Laws provide that an election is to be determined by cumulative voting, the number of votes per Unit shall be multiplied times the number of vacant positions on the ballot, to determine the total number of votes to be cast per Unit. The total votes may be cast among the candidates in any combination, as long as the total votes cast do not exceed the number of positions being elected.

K. Secret Ballot Procedures

1. Notwithstanding any other law or provision of the CC&Rs, By-Laws or other governing documents of the Association, the following matters shall be decided by secret ballot, in accordance with the procedures set forth below:
 - (a) Election or recall of Directors;
 - (b) Special assessments requiring Owner approval;
 - (c) Amendments to the governing documents requiring Membership approval;
and,
 - (d) Grant of exclusive use common area pursuant to California Civil Code §4600.
2. The Association may conduct the Membership votes specified above by either a meeting of the Membership or by a Membership vote by written ballot without a meeting. When voting in conjunction with a Membership meeting, each Owner may vote either by submitting a secret ballot in advance of the meeting or by attending the meeting and submitting a secret ballot in person, or such Owner may give his or her written proxy to another person who will attend the meeting and vote. In voting by written ballot without a meeting, each Owner may vote by submitting a secret ballot and the ballots shall be opened in an open Board meeting.
3. In either type of Membership vote or election, the following procedure shall be followed:
 - (a) The Board shall cause a ballot and two (2) preaddressed envelopes, with instructions on how to return the ballot, to be mailed by first-class mail or delivered to each Owner not less than 30 (thirty) days prior to the meeting date or, if the vote is without a meeting, not less than 30 (thirty) days prior to the deadline for voting. In order to preserve confidentiality, the voter may not be identified by name, address or Unit number on the ballot and the

ballot shall not be signed by the voter. The Member may request a receipt for delivery.

- (b) The ballot shall list all candidates, in the case of an election, or all choices, in the case of any other vote, in a uniform fashion. No preference or endorsements may be indicated on the ballot or accompanying instructions. The ballot shall provide space for a write-in candidate.
- (c) The instructions accompanying the ballot shall describe the following procedure. The marked ballot shall be inserted into one envelope and sealed (Envelope No. 1). Envelope No. 1 shall then be inserted into a second envelope that shall be sealed (Envelope No. 2). In the upper left-hand corner of Envelope No. 2, the voter shall print and sign his or her name, state his or her address and indicate the Unit number that entitles him or her to vote. The ballot and instructions may, but are not required to, be in the form of the sample attached.
- (d) Envelope No. 2 shall be preaddressed to the Inspector(s) of Election, who will tabulate the votes. The envelope may be mailed or delivered by hand to a location specified by the Inspector(s) of Election. The voter may request a receipt for delivery.
- (e) Once a ballot is received by the Inspector(s) of Election, it shall be irrevocable.

L. Proxies

1. Any Owner, as an alternative to voting by ballot, may temporarily grant his or her right to vote at a Membership meeting to another person by use of a proxy. The proxy holder shall have the same right to attend the Membership meeting as the Owner giving the proxy.
2. A proxy need not be in any particular form, but must be:
 - (a) Written;
 - (b) Dated;
 - (c) Signed by the Owner giving the proxy;
 - (d) State that the Owner is granting to the proxy holder the right to vote on behalf of the Owner at a Membership meeting.
3. A proxy may be revoked by the Owner at any time before a ballot submitted by the proxy holder is received by the Inspector(s) of Election.

4. Proxies granted for a specific meeting shall expire upon the conclusion of the stated meeting (or any postponement or adjournment of that meeting). If the proxy does not refer to a specific meeting, and does not state a specific expiration date, it shall expire 11 (eleven) months after the date it is executed by the Owner. In no case shall any proxy be valid for more than 3 (three) years from the date of execution
5. The proxy holder must be designated in the proxy, must be in attendance, and must vote by ballot as designated. If no one is designated on the proxy, the proxy is void.
6. If an Owner who has given a proxy attends the meeting and registers to vote, the proxy is void.
7. If an Owner previously submitted a ballot, any proxies issued by that Owner for purposes of that election are void.
8. Dated proxies supersede undated proxies: Proxies dated later in time supersede earlier dated proxies; multiple proxies with the same date will be treated for quorum purposes only.

M. Voting at Membership Meetings

1. The Inspector(s) of Election shall determine the time upon which registration of Owners and proxy holders attending a meeting will cease, but will not close registration of Owners and proxy holders until all Owners and proxy holders present at the announced cut-off time who are waiting to be registered have done so. The Inspector(s) of Election shall make an announcement prior to close of registration to give an opportunity for all Owners and proxy holders in attendance to register.
2. Upon closure of registration of Owners and proxy holders, the matter to be voted upon shall be announced as per the agenda for the meeting. If the matter to be voted upon is the election of directors, nominations from the floor shall be invited. No nomination shall be received unless there is a second to the nomination. The eligibility of a nominee to serve as a director shall be determined by the Inspector(s) of Election with the assistance of the Association's managing agent (if any).
3. After closure of nominations from the floor (if an election of directors) or the closure of debate (if another matter is being voted upon), the Inspector(s) of Election shall collect the ballots submitted at the meeting by Owners and proxy holders. These ballots need not be placed in sealed envelopes, but

shall not contain any information identifying the Owner or proxy holder submitting the ballot. If a ballot submitted by an Owner has been received by the Inspector(s) of Election by the date and time of the meeting, neither the Owner nor any proxy holder for the Owner shall be provided a ballot or allowed to vote at the meeting.

4. After collection of the ballots submitted at the meeting, the Inspector(s) of Election shall begin the process of tabulating the ballots.

N. Counting Votes - Voting at Membership Meetings

The following procedures apply if a Membership vote is taken in conjunction with a Membership meeting where ballots will be counted:

1. The times for opening and closing of voting, for Owner and proxy holder registration and for cut off of registration at any meeting at which the tabulation of votes is to take place shall be determined by the Inspector(s) of Election.
2. The Inspector(s) of Election shall count and tabulate all ballots, whether submitted prior to the meeting or at the meeting, and shall open all ballot envelopes submitted prior to the meeting for such purpose. Any candidate or other Owner may witness the counting of the votes; however, no such person shall interfere with the Inspector(s) of Election. To avoid interference and ensure accuracy of the tabulation, the Inspector(s) of Election may require all candidates and other Owners to remain at least 5 feet away while the votes are being counted.
3. No person, including any director, Owner or employee of the management company, shall open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated by the Inspector(s) of Election.
4. The unopened ballot envelopes submitted prior to the meeting may be counted prior to the vote tabulation for purposes of determining the presence of a quorum.
5. Any ballot envelope submitted prior to the meeting that is opened prior to the tabulation by the Inspector(s) of Election will not be counted for purposes of the vote or election but will be counted for quorum purposes only.
6. Where the name or Unit number on the upper left hand corner of a returned ballot envelope submitted prior to the meeting differs from the name of the Owner of record on file with the Association as of the date the ballots were

mailed, the envelope will not be opened and the ballot will be counted for quorum purposes only.

7. As ballots are counted, votes shall be recorded or tabulated in a procedure to be decided by the Inspector(s) of Election. However, at least one tally sheet shall be kept, recording the votes counted.
8. In the event of any ballots which are disputed or unclear, those ballots shall be set aside until the counting of all other ballots is complete. If the ballots set aside would not affect the outcome of the election, the Inspector(s) of Election need not take any further action regarding those ballots, but shall keep them separate from the other votes, and note in the tally the number of ballots which were not counted.
9. If the ballots set aside would affect the outcome of the election, the Inspector(s) of Election shall review each of the ballots in question and shall by majority vote determine if the ballot shall be counted. The Inspector(s) of Election shall reasonably attempt to give meaning to every ballot.
 - (a) A ballot casting too many votes may not be counted.
 - (b) A ballot may not be counted if it cannot be determined as to what the voter voted.
 - (c) A ballot which contains writing or markings identifying the voter shall not be rejected, but the Inspector(s) of Election shall obliterate the writing or marking so that the ballot is secret and does not identify the voter.
 - (d) A ballot casting votes for a candidate not nominated shall be counted as to any votes it contains that were cast for nominees.
 - (e) An envelope containing more than one ballot shall result in all ballots contained therein being disregarded.
10. After determining ballots which were rejected, those ballots shall be separated from the ballots which were counted. The tally sheet shall indicate how many ballots were not counted, but need not state the reasons for each ballot not counted.

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O. Counting Votes - Voting without a Meeting

The following procedures apply if a Membership vote is taken by written ballot without a meeting of the Owners:

1. All votes shall be counted by the Inspector(s) of Election in public, at a properly noticed open meeting of the Board or Association Membership.
2. The times for opening and closing of voting, for Owner registration and for cut off of registration at any meeting at which the tabulation of votes is to take place shall be determined by the Inspector(s) of Election.
3. The Inspector(s) of Election shall count and tabulate all ballots, and shall open all ballot envelopes for such purpose. Any candidate or other Owner may witness the counting of the votes; however, no such person shall interfere with the Inspector(s) of Election. To avoid interference and ensure accuracy of the tabulation, the Inspector(s) of Election may require all candidates and other Owners to remain at least 5 (five) feet away while the votes are being counted.
4. No person, including any director, Owner or employee of the Association's management company, shall open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated by the Inspector(s) of Election.
5. The unopened ballot envelopes may be counted prior to the vote tabulation for purposes of determining the presence of a quorum.
6. Any ballot envelope that is opened prior to the tabulation by the Inspector(s) of Election will not be counted for purposes of the vote or election but will be counted for quorum purposes only.
7. Where the name or Unit number on the upper left hand corner of a returned ballot envelope differs from the name of the Owner of record on file with the Association as of the date of the meeting, the envelope will not be opened and the ballot will be counted for quorum purposes only.
8. As ballots are counted, votes shall be recorded or tabulated in a procedure to be decided by the Inspector(s) of Election. However, at least one tally sheet shall be kept, recording the votes counted.
9. In the event of any ballots which are disputed or unclear, those ballots shall be set aside until the counting of all other ballots is complete. If the ballots set aside would not affect the outcome of the election, the Inspector(s) of Election

need not take any further action regarding those ballots, but shall keep them separate from the other votes, and note in the tally the number of ballots which were not counted.

10. If the ballots set aside would affect the outcome of the election, the Inspector(s) of Election shall review each of the ballots in question and shall by majority vote determine if the ballot shall be counted. The Inspector(s) of Election shall reasonably attempt to give meaning to every ballot.
 - (a) A ballot casting too many votes may not be counted.
 - (b) A ballot may not be counted if it cannot be determined as to what the voter voted.
 - (c) A ballot which contains writing or markings identifying the voter shall not be rejected, but the Inspector(s) of Election shall obliterate the writing or marking so that the ballot is secret and does not identify the voter.
 - (d) A ballot casting votes for a candidate not nominated shall be counted as to any votes it contains that were cast for nominees.
 - (e) An envelope containing more than one ballot shall result in all ballots contained therein being disregarded.
11. After determining ballots which were rejected, those ballots shall be separated from the ballots which were counted. The tally sheet shall indicate how many ballots were not counted, but need not state the reasons for each ballot not counted.

P. Announcement of Results

1. The results of the vote or election shall be promptly reported by the Inspector(s) of Election to the Board, shall be recorded in the minutes of the next meeting of the Board and shall be available for review by Owners.
2. Within 15 days of the vote or election, the Board shall give general notice pursuant to California Civil Code §4045 of the tabulated results of the election. That is, give notice as follows:
 - (a) Any method provided for delivery of an individual notice pursuant to California Civil Code §4040.
 - (b) Inclusion in a billing statement, newsletter, or other document that is delivered by one of the methods provided in this section.

- (c) Posting the printed document in a prominent location that is accessible to all Members, if the location has been designated for the posting of general notices by the Association in the annual policy statement, prepared pursuant to California Civil Code §5310.
 - (d) If the Association broadcasts television programming for the purpose of distributing information on Association business to its Members, by inclusion in the programming.
3. Notwithstanding subdivision 2, above, if a Member requests to receive general notices by individual delivery, all general notices to that Member, given under this section, shall be delivered pursuant to California Civil Code §4040. The option provided in this subdivision shall be described in the Association's Annual Policy Statement, prepared pursuant to California Civil Code §5310.

Q. Retention of Election Records

1. The sealed ballots, signed voter envelopes, voter list, proxies, and candidate registration list shall at all times be in the custody of the Inspector or Inspectors of Elections or at a location designated by the Inspector or Inspectors until after the tabulation of the vote, and until the time allowed by California Civil Code §5145 for challenging the election has expired, at which time custody shall be transferred to the Association.
2. If there is a recount or other challenge to the election process, the Inspector or Inspectors of Elections shall, upon written request, make the ballots available for inspection and review by an Association Member or the Member's authorized representative. Any recount shall be conducted in a manner that preserves the confidentiality of the vote.

October__18__, 2020

The Glen-Feliz Condominiums Association, Inc.

By: _____

Its: Secretary