

# **VLPOA ELECTION INFORMATION - VOTING PROCEDURES**

## **Ballots By Mail:**

Ballots will be mailed to each homeowner on record as of January 16, 2012. Ballots will be mailed at least 30 days before the Election and Annual Meeting which is scheduled for March 6, 2012. The ballot will be sent to the registered owner of each property within Ventana Lakes. In most cases the owner occupies the property, but if you are a renter or if you reside here and someone else actually owns the property (son, daughter etc), that person should receive the ballot. If you receive a ballot and are not the property owner, you should contact the office.

## **Voting In Person:**

Voting in person will take place at the Yacht Club on March 6<sup>th</sup> between 1:00pm and 4:00pm. If voting in person, wear your badge or bring photo ID showing a Ventana Lakes address.

## **IF YOU PREFER TO VOTE BY MAIL:**

You may mail your ballot in the envelope provided, or bring it to the Management Office no later than 2:00pm on Monday, March 5<sup>th</sup> and deposit it in the locked voting box there (Key is not kept in the office). When you receive your ballot and return envelope, there will be a code number on the envelope. The code number is used only to validate that the ballot within was lawfully received and returned by a property owner and is not a duplicate. No one can use this number to learn how you voted or connect that ballot to you. Please **DO NOT** do anything to that number. If you mark over the number or scratch it out, your vote can not be counted as people certifying the envelopes will be unable to certify the ballot was cast by a lawful voter.

## **READ THE BALLOT AND LETTER SENT WITH IT CLOSELY:**

Your ballot will explain what type of marks to make on it so it is not considered a spoiled ballot. The information will explain how you will be able to cast no more than one vote per candidate. With 3 seats available you are entitled to a maximum of 3 votes on the ballot, but no more than one vote per candidate (this includes candidates with names on ballot or if you choose to do a write in name).

## **HOW MANY VOTES WILL I HAVE?**

There are three (3) seats to be filled. Each is for a 3 year term. Only two people submitted information to become a candidate. Consequently, the third seat can be filled by a write-in candidate providing they are at least 55 years of age, are a property owner in good standing, and the person agrees to accept the position. This position would be offered first to the highest vote count of the write in candidates, if that person declines, then the seat would be offered to the next highest vote count person, etc.

## **WHAT IF I MAKE A MISTAKE ON MY BALLOT?**

The Election Committee can not replace the absentee ballots or the envelope. If the ballot or envelope are spoiled or destroyed, you will need to vote in person on Election Day at the Yacht Club. Once a ballot is put into the ballot box, you will not be able to change your vote.

VLPOA Election Committee