



VOTING INSTRUCTIONS

1. Your election packet should include the OFFICIAL BALLOT with Voting Instructions, and two envelopes, one marked “Secret Ballot Envelope #1” and another slightly larger pre-addressed envelope addressed to the Inspector of Elections at 6161 El Cajon Blvd. Suite B437, San Diego, CA 92115.
2. Once you have cast your ballot, place it inside the smaller envelope entitled “SECRET BALLOT ENVELOPE #1” and seal the envelope. These envelopes will be opened by the Inspector of Elections at the meeting. Make no marks on the ballot or this envelope that would identify your vote in any way.
3. Place the “SECRET BALLOT ENVELOPE #1” containing the completed ballot into the larger second mailing envelope pre-addressed to the Inspector of the Elections and titled “ENVELOPE #2, and seal the envelope. You must **SIGN** the second envelope in the upper left corner where indicated. If your SIGNATURE is missing from the mailing envelope, the Inspector of Elections will be unable to open it and will count towards quorum purposes only. The Inspector of Elections address is: HOA Elect CA, by mail to 6161 El Cajon Blvd., Suite B437, San Diego, CA 92115.
4. Once received by the Inspector of Elections all ballots are irrevocable and can not be changed or altered.
5. To be counted the ballot must arrive if by mail by 1:00 PM on the day of the election. If the meeting is held in the morning the ballot must arrive in the prior days mail.

Step 1	Vote on the Secret Ballot
Step 2	Fold Secret Ballot and put in Small Envelope labeled “Secret Ballot Envelope #1”
Step 3	Place the Secret Ballot Envelope #1 inside the larger mailing envelope labeled “Envelope #2”
Step 4	Confirm the address listed on Envelope #2 is correct. If not, write the correct address on the label.
Step 5	Sign Envelope #2 in the left corner where signature is requested.
Step 6	If postage is not already included, place stamp on Envelope #2 and place in the mail.

VOTING PROCEDURES - FREQUENTLY ASKED QUESTIONS

- **Do I Sign the ballot?** No. Do not sign the ballot.
- **Do I Sign the Secret Ballot Envelope #1?** No. Do not sign the Secret Ballot Envelope #1
- **Do I Sign the Address Envelope #2?** Yes. There is a space on the address envelope that requires your signature to comply with the law. If you do not sign the address envelope your vote will not be counted. The address envelope must also indicate your name and address.
- **If I want to change my vote bore the ballots are counted, can I revoke my ballot and cast a new ballot?** No. Once a ballot has been received by the Inspector of Elections it is irrevocable.
- **If the ballot sent to me was lost or never received by the Inspector of Elections can I get another one?** Yes. You can request a Replacement Ballot on this webpage. Click on the Ballot Replacement Button and fill out the affidavit to receive a new ballot. If a ballot has not been received a replacement ballot will be mailed to the mailing address provided on the affidavit.
- **If I mailed my ballot and it was received do I have to attend the meeting for my vote to count.** No. Your ballot will be counted in your absence . However your presence and participation in the Annual Meeting is always welcomed and encouraged.

- **How is the number of votes I have determined?** In an election of Directors to the Association’s Board the number of votes is determined by how many director seats are up for election. If there are Three Directors up for election each unit or property owner gets 3 votes for each unit or property they own.
- **What is cumulative voting and how does it work?** If your Association allows for Cumulative Voting this means your can cast all of your available votes for one person or split them up as you see fit among the candidates . To clearly cast a cumulative vote it is best to place a number of votes next to the name of the person you want to cast your votes for. See the example below.

Voting Instructions: You have a maximum of THREE (3) votes. Cumulative voting may be used therefore you may cast all votes towards one candidate or split them amongst the candidates. The total number of votes may not exceed THREE (3) votes in total. Ballots attempting to cast more than THREE (3) votes will be invalid and the ballot will be used for quorum purposes only.
***PLEASE NOTE:** The rules governing this election may be found here: www.HOAElectCA.com/hidden-trails-election-rules

[1] Execute Votes for Director Candidates	Indicate # Of Votes		
> MATTHEW HARREL	<input type="checkbox"/>	> WRITE IN	<input type="checkbox"/>
> CHARLOTTE KUTILEK	2	> WRITE IN	<input type="checkbox"/>
> KRISTINA LEMAY	1	> WRITE IN	<input type="checkbox"/>
> MARY LYTCH	<input type="checkbox"/>		

In the example above there are THREE open seats so each owner has 3 votes. The example shows that the votes have been cumulated between Charlotte and Kristina giving 2 votes to Charlotte and one vote to Kristina.

- **What are Write In Votes and how would you cast at Write In Vote?** If your Association Allows Write In Votes you will see a space on the Ballot marked WRITE IN. In these spaces you can write in the name of a member you would like to vote for to serve on the Association’s Board of Directors. Write In Votes are helpful when not enough candidates nominate themselves before the nomination period ends and there are open seats to be filled. A write in vote counts as one of your votes so make sure not to vote your maximum votes and also write in candidates. Your ballot will be voided and count for quorum purposes only. See the example below on how to properly Write in a Candidate and vote for them.

Voting Instructions: You have a maximum of FIVE (5) votes. Cumulative voting may be used therefore you may cast all votes towards one candidate or split them amongst the candidates. The total number of votes may not exceed FIVE (5) votes in total. Ballots attempting to cast more than FIVE (5) votes will be invalid and the ballot will be used for quorum purposes only.
***PLEASE NOTE:** The rules governing this election may be found here: www.HOAElectCA.com/pacifica-terrace-election-rules

[1] Execute Votes for Director Candidates	Indicate # Of Votes		
> SHEL BENJAMIN	<input type="checkbox"/>	> WRITE IN JACK BOX	2
> GRAHAM HUNTLEY	1	> WRITE IN JON JAY	2
> STEVEN WONG	<input type="checkbox"/>	> WRITE IN	<input type="checkbox"/>
		> WRITE IN	<input type="checkbox"/>
		> WRITE IN	<input type="checkbox"/>

In the example provided each member has five votes. The member would have voted 1 vote for a candidate that was nominated, and their name is on the ballot. They also provided their 4 additional votes to members who they wanted to write in and vote for. They wrote in the names Jack Box and Jon Jay and gave them two votes each. Notice that the number of votes still equals the number of votes each member is entitled to, five.