



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 before 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.