

**Chula Vista Homeowners Association  
Policies and Procedures**

**Policy #1  
Voting/Election**

Authorized by: (Board of Directors -or- Membership Vote)  
Board of Directors

Adopted: December 5, 2024  
Reviewed on: March 6, 2025

**1.1 Purpose:**

Whereas the Board of Directors of Chula Vista HOA is empowered to govern the affairs of the Homeowners Association pursuant to Article 2 and Section 2.12 (b) of the Bylaws, this Voting and Election Policy is established to standardize procedures for the voting and election of the CVHOA Board of Directors. To allow for member's voting rights as provided in the Articles of Incorporation. This policy creates procedures, standardized election forms, and communication timelines to assist with conducting the annual election.

Members shall have voting rights as provided in the Articles of Incorporation. Voting may be in person or by proxy pursuant to Article I and Section 1.5 of the Bylaws.

**1.2 Scheduling the Election:**

- A. At the December meeting of the previous year, the Board of Directors will determine the number of board positions that will be vacated.
- B. Within the 1<sup>st</sup> two weeks of January, the Secretary will send an announcement about the upcoming election in April. This announcement will include how many positions are available, a brief job description of the board positions and encouragement to apply. Applicants will be asked to send a brief biography to the Board, to include why they want to apply and any experience they may have. Prior board experience is not a requirement. A date when the biography is due will also be included. This announcement will be sent by mail, email and posted on the Facebook Business and Community pages.
- C. Within the first two weeks of February, the Secretary will send out a reminder to membership of the upcoming election. This reminder may include the names of the members who have expressed interest in running for the Board, and encouragement for others to apply to volunteer. A due date prior to March 1<sup>st</sup> will be included for the last day biographies will be accepted.

**1.3 Board of Director Terms:**

The elected Board of Directors will serve for two-year terms. Terms to be staggered, to maintain some continuity of leadership, and avoid replacing the entire Board at the same time. The number of board positions open at each election will alternate between two and three board positions. The number of positions available will be announced at the December meeting, in the year before the upcoming election.



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**1.4 Qualifications:**

Candidates must be landowners of the Chula Vista Estates. They must be in good standing with the CVHOA

Pursuant to Article 2, Section 2.14 of the Bylaws, good standing means:

- A. Not delinquent in the payment of any assessments, late fees or fines.
- B. Not in litigation with the Association.
- C. No open violations that have not been cured for thirty days after due notice.

**1.5 Quorum:**

A quorum of the membership needs to be established at the annual meeting prior to the ballot count. The quorum is determined by the number of landowners minus any delinquent account's times 40%. This number determines the number of votes needed to constitute a quorum. If no quorum is established the meeting is adjourned and the Board of Directors will need to determine when the new election will occur.

**1.6 Procedures:**

- A. Voting may occur via mail, in person, and absentee (via email). Ballots can be mailed to the HOA, delivered at the meeting, or sent by email. If sent by email, a picture (jpeg) of the signed ballot must be included in the email.
- B. The number of ballots each landowner receives depends on the number of nine acre lots they own. According to the Covenants, Conditions & Restrictions (CC&R's), Article VI, 6.11 Definitions, one vote for each nine-acre lot. Examples include: a landowner who owns 1 nine-acre lot receives 1 ballot, an owner who owns 2 nine acre lots receives 2 ballots, and so forth.
  - i. Each ballot shall be numbered. The numbered ballots will be recorded on a spreadsheet with the owner's name and lot number which will be used to count the ballots.
- C. On March 15<sup>th</sup>, the Secretary will send out the ballots to the membership. include the following on the ballot:
  - i. Ballot number.
  - ii. Owner's name, address and lot number.
  - iii. Instructions for filling out and returning the ballots.
  - iv. Members with multiple lots will receive separate ballots for each lot for which they are voting.
  - v. Members must use each separate ballot, not put all their votes on one ballot. One vote for each nine-acre lot owned.
  - vi. Biographies of the candidates.
  - v. Dates by which ballots are due by mail and the latest ballots can be received by email.



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**1.7 Ballot Counting:**

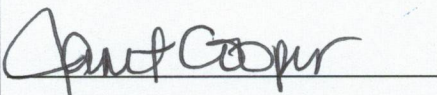
- A. Once the quorum has been established, the count can proceed.
- B. There will be two vote counters, and one person designated as the Monitor to oversee the count. The two vote counters will be members appointed by the board and approved by vote of the members present. The Monitor will be a board member.
- C. The votes will be recorded on a spreadsheet provided to each of the vote counters. After the votes are recorded, the Monitor will confirm the vote count. If there is a discrepancy between the counts, the Monitor will recount the votes.
- D. Once the vote count has been established by the counters and the Monitor, the Monitor, the Monitor will present the vote tally to the Board President and The President will announce the tally and declare the winners
- E. The new Board of Directors will need to meet immediately after the meeting or within 10 days of the annual meeting.
- F. Outgoing Secretary (if applicable) is responsible for recording and transcribing the minutes of the annual meeting and presenting them to the new board for review. Once corrections are made, the minutes will be posted on the CVHOA website. It will be the responsibility of the incoming Secretary to get them officially approved at the next meeting.
- G. In the event of a tie, a discussion will occur between the Board and the members present at the meeting on the next steps. If a resolution is not achieved at the meeting, a runoff election will be held for the tied candidates, and the voting process as stated above will need to begin.

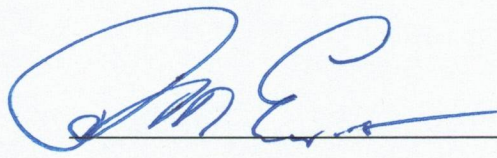
**1.8 Retention:**

Ballots, envelopes and related materials, including meeting sign-in sheets, shall be retained in electronic or paper format and made available for member inspection for at least one year after completion of the election. If any member wants to review the ballots, they will need to notify the board and send a record request form (on the website). Within 10 days of receipt of the request, the Secretary will set a date and time when ballots can be reviewed. Personal information on the ballots will be redacted.

**1.9 Review and Authorization:**

This policy will be reviewed every five years.

  
Secretary

  
President

Date: 3/6/25