

**PROPOSED ANTELOPE PROPERTY OWNERS ASSOCIATION**  
**COVENANT AMENDMENT VOTING PROCEDURES**

The purpose of this Proposed Rule is to clarify how Covenant changes shall be voted upon, to establish a procedure for voting on covenant changes, to insure a secret ballot and maintain anonymity.

PROCEDURE:

Approval of changes to the Antelope covenants requires a 60% yes vote by the property owners in Antelope.

The following procedure shall be followed for the voting process in all covenant changes.

A The mailing and the vote shall be coordinated by a Ballot Committee consisting of the Association Secretary and three property owners who reside at different addresses and who are not members of the board. The selection of the Ballot Committee will take place at the Board meeting when the decision for a covenant change is approved. The Filing and Lot numbers for each lot in Antelope will be placed on individual pieces of paper and placed in a container. The Secretary will draw out six lots. These six lots will be recorded on the Ballot Committee list in order of drawing. If a Board Members lot is selected a substitute will be drawn. The list of filings and lots will be posted on the Association web site. The Secretary will contact the owners in order of draw to ask them to serve on the Ballot Committee. There will be only one owner from each lot. The first three to accept will make up the Ballot Committee. The list of Committee Members will be placed on the Association web site by the Secretary.

B The following procedures shall be followed in conducting the vote:

1. Following an informational meeting of the property owners where the proposed covenant changes are discussed and property owner feedback has been solicited, a ballot shall be prepared containing the following information.

- a. Date of Ballot
- b. Description of changes to be voted upon
- c. The ballot shall include two choices, one indicating a YES vote and one indicating a NO vote
- d. Instruction for completing and returning the ballot
- e. The date by which the ballot must be postmarked for consideration in the voting process

2. A ballot control sheet shall be prepared to record the vote and shall consist of the following information.

- a. Date of the ballot mailing
- b. Description of changes to be voted upon
- c. A list of numbers, 1 through 120 for all the lots in Antelope.
- d. Date by which ballots must be postmarked for consideration
- e. Number of envelopes received
- f. Date ballots were opened, separated and counted
- g. Result of the vote, number of Yes and No votes
- h. The name and signature of the three property owners on the ballot committee
- i. Name and signature of the Association Secretary

3. The Ballot Committee shall prepare an envelope addressed to each property owner in the association.

4. The Ballot Committee shall prepare postage paid envelopes addressed to the Association Secretary at the Secretary's residential address. The return address of the Secretary will be placed in the appropriate area of the envelope for return address. A number shall be placed on the return envelope, 1 through 120. Only the prenumbered return envelope shall be accepted. The pre numbered return envelopes

will be inserted into the property owner's voting envelope on a random basis. No cross reference record shall be kept of the numbers on the return envelope and the addressee.

5. The Ballot Committee shall place in a property owner addressed envelope the description of the proposed covenant changes, a ballot, a copy of this rule and a postage return envelope addressed to the Association secretary. This packet shall be mailed at the US Post Office by two members of the ballot committee.

6. An email written by the Ballot Committee shall be sent to property owners on the day of the mailing indicating that the ballot has been mailed. The mailing will also be posted on the association web site.

7. The returned ballot must be post marked within 90 days of the ballot mailing to be considered in the vote. A reminder will be emailed to all owners and placed on the Association web site 60 days after mailing of the ballot.

8. Upon receipt of the ballot in the postage paid envelope, the Association Secretary shall place each unopened envelope in a control envelope until five business days after the 90<sup>th</sup> postmark date.

9. On the fifth business day following the 90th day postmark, the Ballot Committee shall arrange the ballot envelopes in numeric order. The total numbers of envelopes received will be checked off on the voting number control sheet. The envelopes shall be opened, and the ballot shall be separated from the envelope. At that time, the envelope number will be placed on the ballot. The ballot vote, Yes or No will be placed next to the corresponding number on the number control sheet. A tally of the Yes and No votes shall be made. If the total of the Yes votes is equal to 60% or more, the change in the covenants shall be approved. If not, the change shall be rejected.

10. The Ballot Control Sheet shall be complete and signed by the Ballot Committee members. The completed Control Sheet along with all the ballots shall be placed in an envelope and maintained for record purposes. The numbered envelopes which have been separated from the ballots for anonymity shall be placed in a separate envelope and maintained for record purposes.

11. The Ballot Committee shall convey the results to the President of the Association by phone upon completion of the count. A copy of the Control Sheet shall be mailed to the president. An Email of the results shall be sent to all the Property Owners and the changed covenant shall be updated on the Association web site if the vote was in the affirmative. A Copy of the Control Sheet shall be posted on the association web site and a hard copy shall be available at the next scheduled Board Meeting.

COMMENTS SHOULD BE SENT TO: firehunter1979@hotmail.com