

## **Sundance Ridge Homeowner's Association Voting Policy**

This voting policy for the Sundance Ridge Homeowner's Association (HOA) members sets forth policy for voting on HOA-related issues for which a membership vote is required or requested.

### **1.0 Qualifications for Voting**

Membership in the Sundance Ridge HOA is required to cast a vote or delegate a vote (see 3.0 below). The member must be in good standing with the Sundance Ridge HOA in order to cast or delegate a valid vote. This includes:

- a) An owner of a home and/or a lot in Sundance Ridge.
- b) Being current with payment of annual dues.

### **2.0 Definition of a Qualified Voting Unit**

- a) A single vote can be cast by a Sundance Ridge HOA voting unit. A qualified voting unit is defined as an individual owner or joint owners of one of the following for which HOA dues have been paid (see 1.b. above):
  - i) an undeveloped lot;
  - ii) a lot under development;
  - iii) an occupied or unoccupied home
- b) An owner or joint owners of multiple lots (undeveloped and/or under development), or owner of multiple homes can cast multiple votes for each lot or home for which dues have been paid (see 1.b above).
  - i) Multiple lots that have been combined into a single lot under a single owner or joint owners are considered a single voting unit.

### **3.0 Delegation of a Vote**

- a) A vote can be delegated to another qualified voting unit with the exceptions noted in b) and c) below. A delegated vote is defined as a *proxy vote*.
  - i) A written and signed notification (hard or electronic copy) of a delegated vote from a qualified voting unit must be provided to the Sundance Ridge HOA Executive Board prior to the call for a vote.
    - (1) At the discretion of the Sundance Ridge HOA Executive Board, the delegated vote may be provided during the voting period, but prior to the end of the voting period.
  - ii) It is recommended that qualified voting units who are unable to attend HOA membership meetings consider delegating a proxy vote given the potential for issues to be raised at the meetings that could be brought to a voice vote.
  - iii) If a qualified voting unit does not delegate their vote for issues for which a vote is taken (voice vote or ballot), that vote is automatically delegated, by proxy, to the Sundance Ridge HOA Executive Board.
- b) If a home in Sundance Ridge is a rental, the owner/joint owners of said home cannot delegate their vote to the tenant of that rental.

## 4.0 Voting Process

- a) Voting on issues is generally initiated by the Sundance Ridge HOA Executive Board.
  - i) Issues that require a vote include, but are not limited to: changes in the *Covenants, Conditions and Restrictions* (CCRs), changes to the By-Laws; establishment of annual dues; approval of annual budget; election of HOA officers (Executive Board and Architectural Control Committee (ACC) Board); and special assessments beyond the authorized spending limit of the Sundance Ridge HOA Executive Board.
- b) Any Sundance Ridge HOA member can request issues be brought before the Sundance HOA membership for a vote.
- c) Voting can either be by voice vote; hard-copy ballot; or electronic ballot.
  - i) Ballot voting and counting is administered by the Sundance Ridge HOA Executive Board.
  - ii) Voting can take place via e-mail, postal mail, or hand delivery.
  - iii) A ballot must be signed to be considered a valid vote. An electronic 'signature' via e-mail from the qualified voter or a delegated proxy voter is an acceptable signature.
  - iv) There is a time limit of ~15 calendar days from the time the issue for voting is brought before the membership for casting a valid vote. Votes received by the Sundance Ridge HOA Executive Board later than ~15 calendar days after the issue for voting is brought before the membership will be considered invalid.
- c) A quorum of 70% of the qualified voting units (see 2.0 above) casting a valid vote is required for validating a vote.
- d) A 50% yes vote of the quorum is necessary to pass an issue (e.g., HOA budget, election of officers, etc.) that is not associated with changes to the CCRs and By-Laws.
- e) A 75% yes vote of the quorum is necessary to pass changes to the CCRs and By-Laws.