



Policies and Procedures Election and Voting

Resolution Number 24-01 (replacing 18-05 as of August 23, 2024)

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1. INTRODUCTION

The Election and Voting Policies and Procedures of Little Whale Cove Homeowners Association (LWCHA) have been developed to foster legal, efficient, administratively simple, and friendly elections and general voting of the Association. These policies have been created in accordance with the Association’s Articles of Incorporation, Bylaws, the Declaration, and Oregon State Statute (ORS Chapter 94, ORS Chapter 100, and ORS Chapter 65. These policies and procedures are also applicable to the elections of the two sub-associations in LWC, namely, the Innisfree Patio Homes Condominium Association (IPHCA) and the Little Whale Cove Condominium Owners Association (LWCCOA).

The information here in supersedes LWC Resolution 18-05 Policy and Procedures, Election and Voting, and all other previous policies, procedures, rules and regulations related to LWCHA elections and general voting, which have not been incorporated or included in their entirety in this document.

2. GENERAL INFORMATION

- The Annual Meeting of the Membership and Election Day is held in October at such time as the Little Whale Cove (LWC) Board of Directors (Board) Chairman may designate, with registration beginning one (1) hour prior to the scheduled start time of the Annual Meeting in the LWC Pat Neal Meeting Room located in the Recreation Center Complex, pursuant to LWCHA Bylaws.
- Prior to the end of the fiscal year (June 30) the Board may adopt new election and voting policies and procedures. If the Board chooses not to adopt any new policies, the current policies and procedures shall remain in effect and apply to all Member voting for the upcoming year.
- Pursuant to the LWCHA Declaration, “Each Owner shall have one vote on all matters submitted to the membership of Homeowners Association for each parcel or residential unit owned by such owner within Little Whale Cove.....” Each Owner shall be entitled to cast up to one (1) vote for each Director, not to exceed the number of open seats in a specific election and up to one (1) vote per parcel, dwelling or unit in any other Official Member Vote.
- Pursuant to the LWCHA Bylaws, “Each owner of one or more parcels shall have one vote for each parcel owned....”
- Pursuant to the LWCHA Bylaws, “At any meeting of the Association, fifty percent (50%) of the voting interests, present in person or by proxy, shall constitute a quorum...”
- To be eligible to vote, an owner of a parcel, dwelling or unit must be of record by the mailing date of the election materials.
- It is the Homeowners’ responsibility to provide the Association with a single, legible ballot and proxy designating their vote per owned parcel, dwelling or unit. The Election Committee (Committee) will make a reasonable attempt to ascertain the voter’s intent. Illegible ballots and/or proxies or those whose votes are not easily discernible will be disqualified. Improperly returned

envelopes will be disqualified, multiple ballots and/or proxies from one (1) parcel, dwelling or unit will be disqualified. The disqualification of any ballot or proxy is at the sole discretion of the Committee. Disqualified ballots and/or proxies will count towards quorum, provided the voter is clearly legible and correct on their proxy or return envelope. In the case of multiple ballots or proxies from one (1) parcel, dwelling or unit, only one (1) ballot/proxy will be selected and count towards quorum.

- In the event of a recount the Manager and one (1) additional individual appointed by the Board will conduct the recount immediately or at a later date as determined by and at the discretion of the Board.
- Any Owner may challenge the voting results and request an audit. If an audit is formally requested the voting results will be made available to the challenging party in the presence of the Manager. The Manager will re-tabulate the votes in the presence of the challenging party. All disqualified ballots will not be part of the re-tabulation of the ballots.
- No electioneering material such as posters, signs, and flyers may be affixed and/or displayed within the LWC community.
- Any campaigning by candidates or supporters must remain positive, respectful, and civil.

2.1 Election Committee

- During a regular Board Meeting the Board shall appoint an Election Committee composed of three (3) Owners and the Community Manager.
- The Election Committee shall elect its own Chair.
- Additional Owners may be appointed by the Committee Chair as adjunct Members, as may be needed by the Election Committee.
- The Election Committee Members shall not be spouses or household members of the current Board or election candidates.
- Election Committee Members will serve as required through the Annual Meeting and may be re-appointed.

2.2 Records

- The Manager shall maintain at all times digital and paper records of all applicable documents, in accordance with LWC Resolution 18-01 Policies and Procedures, Fiscal Financial Management and Laws as set forth above and available to Owners upon written request (ORS 94.670(9), ORS 100.480(9)).
- The Manager shall maintain a current record of the Owners in accordance with LWC Resolution 18-01 which is to include: 1) the name(s) of the Owner(s); 2) their current mailing

address. This record is available to Owners by written request. (ORS 94.670(9), ORS 100.480(9)).

- All records which shall include, but not be limited to, are: 1) the ballots; 2) the roster. The official records(s) of the vote shall be digitized, and all paper records shall be secured and stored with Association records, pursuant to LWC Resolution 18-01. All voting records are available to Owners by written request. (ORS 94.670(0), ORS 100.480(9)).

2.3 Responsibilities

- The duly appointed Election Committee and Manager shall be responsible for the application and enforcement of these policies and procedures.
- The Manager shall provide the Committee: 1) an official list of eligible voters ordered by parcel number; 2) email, text or mailing and proxy labels ordered by zip code first, then by last name; 3) appropriate sized envelopes to accommodate the election materials (for USPS mail only), the ballot and proxy separate from each other to maintain the privacy of the vote. Additional materials may be requested as needed and determined by the Committee.
- Owners entitled to cast more than one vote because of multiple ownership shall be sent election materials separately for each parcel, dwelling or unit owned.
- The Manager will post the election results within three (3) business days throughout the Community, LWC website, and written results shall be available in the Association Office. The Manager shall also distribute the election results via email and USPS to all Owners who have provided their address(s) to the Association.
- The Manager shall post the names of the new Board of Directors and elected Officers within three (3) business days of the organizational meeting throughout the Community. Additionally the Manager shall update the website and distribute via email and USPS the new Board of Directors and the elected Officers to all Owners.

2.3.1 Election Information, Call for Candidates, Candidate Applications

- The Election Committee shall prepare and distribute the Election Information, Call for Candidates and LWC Candidate Application. Refer to Addendums 1 and 2 for the Annual Meeting of the Membership and Election of Directors, no later than the middle of August of each calendar year. The announcement shall contain the number of open positions and length of term. Directors shall be elected for two-year terms with two (2) Directors elected in even numbered years and three (3) Directors elected in odd numbered years pursuant to Article III, Section 3.3 of the LWCHA Bylaws.
- Mid-term Board vacancies shall be filled by majority vote of the remaining Directors in accordance with LWCHA Bylaws. When a vacancy has been filled in this

way, at the next election, that position shall be listed for election and the length of term shall be for the time remaining for the vacated position.

2.3.2 Nomination Process

- Any Owner of a parcel, dwelling or unit is eligible to become a Candidate for the LWCHA Board, pursuant to the LWCHA Bylaws.
- Any qualified Owner wishing to be a Candidate for election to the Board shall submit an LWC Candidate Application for the LWCHA Board of Directors.
- It is the Candidate’s responsibility to provide the Committee with a legible completed Application. The information on the completed Application will be included in the election materials sent to each Owner.
- A Candidate’s Biography shall be limited to 250 words or less.

2.3.3 Meet the Candidates Forum

- The Election Committee shall host a “Meet the Candidates Forum” prior to the Annual Meeting of the Membership and may include others in planning and facilitation of the Candidate Forum.
- The Committee shall designate a moderator to conduct the Candidate Forum.
- Each Candidate shall be given up to three (3) minutes for an opening statement. After the opening statements the remainder of the Forum will be used for attending Members to question the Candidates. Each Candidate will have one (1) minute to respond. The moderator will monitor the time and ensure that all Members present have the opportunity to participate. At the conclusion of the forum each Candidate will be allowed a two (2) minute closing statement.
- The Committee may change the format at their discretion, prior to and up to the conclusion of the Forum as needed.
- The Committee shall publicize the election in an appropriate and timely manner.

2.3.4 Proxies and Ballots

2.3.4.1 Ballot Preparation

- The ballot shall contain a list of Candidates in randomized order with a check box to be used to record a vote for that Candidate. The number of candidates and open positions should be clearly stated.
- Voting instructions shall be included on the ballot with the following information:

- Vote for one or more Candidates up to the number of open positions. If more votes are cast than the number of open positions, the ballot will be *disqualified*. Write in Candidates are not permitted and will not be counted.
- Nominations from the floor during the Annual Meeting are not permitted.

2.3.4.2 Distribution and Dissemination

- The Committee shall email, text or mail (based on Owner preference) within (10) calendar days of the Candidate Application deadline the election materials containing the following: 1) Notice of the Annual Meeting of the Membership; 2) proxy; 3) ballot; 4) secrecy envelope; 4) pre-printed SASE return envelope (for mail only) clearly marked “PROXY AND BALLOT ENCLOSED); and 5) any other election-related information to all eligible voters in accordance with LWCHA Governing Documents.
- The proxies and ballots shall be two (2) separate documents; 1) a LWC Directed Proxy; 2) a LWC Ballot. *Refer to Addendums 4 and 5.*
 - These two documents must comply with LWCHA Governing Documents, Oregon Statue and afford voting Owners the maximum confidentiality.
- The ballot for the Election of Directors shall be for that matter only;
 - Surveys or other material shall not be included with election materials.
 - Owners who have selected electronic voting will be submitting their election ballots by digital key and there is no need for a proxy. Each Owner will have a unique key for their Lot number. Only electronic voting recipients can enter their vote.
- The Election Committee shall certify the dissemination of election materials by affidavit to the Board.

2.3.4.3 Member Voting Procedures

- Owners may file their proxies and ballots in the following manner; 1) hand delivery; 2) U.S. Postal Service; 3) electronic mail; or 4) any other electronic manner offered by the Association and allowable under Oregon Statue.
- Voting shall be closed at the scheduled LWCHA Annual Meeting of the Membership meeting time.
- No proxies or ballots will be accepted after the close of the voting.

- All proxies or ballots delivered in person shall be placed in the locked ballot box by the Owner, in the provided return envelope.
- All proxies and ballots received by any other manner shall be date stamped and placed in the ballot box by either the Manager or the Office Manager.

2.3.4.4 Proxy and Ballot Counting

- The Election Committee may, at its discretion, bring the unopened ballot box to LWC Conference Room, LWC Community Room, or other designated private area for the opening of the returned envelopes and tally of the proxies and ballots, up to 24-hours prior to the scheduled time of the Annual Meeting.
- Upon completion of the preliminary tally, proxies, ballots, and tally sheets shall be placed in the ballot box and shall be locked and returned to the Association Office.
- On the day of the meeting, the Election Committee shall convene one (1) hour prior to the Annual Meeting and retrieve the locked ballot box containing the proxies and ballots received by the Association Office and shall complete the proxy and ballot counting.
- The Committee shall check the official list of eligible voters to certify the received proxies and ballots.
- The Committee shall determine if the proxy is properly signed, dated, and accompanied by a ballot.
- If a proxy is valid, the ballot in its secrecy envelope shall be separated from the proxy and set aside to be counted.
- If a proxy is invalid then its accompanying ballot, if present, shall not be included in the counting, and such fact noted on the official list of eligible voters.
- Eligible voters who have not submitted a signed proxy but who are present for the Annual Meeting and have registered by signing the attendance roster may be counted towards quorum and may cast their vote by completing the Meeting Ballot provided at registration.
- The Committee shall compare the attendance roster with the submitted proxies to ensure an accurate quorum.
- After the ballots and proxies have been counted, they shall be digitized onto the corporations' electronic files. The paper records shall be stored and destroyed, pursuant to LWC Resolution 18-01.

2.3.4.5 Determination of Results

- A record of the number of valid proxies will be indicated on an official affidavit and delivered to the Chairman of the Board.
- The Candidate receiving the highest number of votes is elected to an open position.
- If the open positions have different terms of office, the longer open terms will be filled first, then the shorter terms.
- The above procedure is repeated until all open positions have been filled or the list of Candidates has been exhausted.
- In the case of a tie, the Election Committee will consult with the affected Candidates. If they are present, then the Election Committee will resolve the tie with a coin toss.

2.4 Annual Meeting of the Membership

- The Election Committee Chair shall present by affidavit to the Board Chair the total number of units of record at the time of a mailing and the number of valid proxies received by the established deadline and certify the existence of a quorum.
 - If a quorum has been established the Committee Chair shall present the election results to the Membership and by affidavit to the Board and/or Manager certifying the election results.
 - The past Chair will immediately adjourn the Annual Meeting of the Membership after the announcement of the election results.
 - The new Board of Directors will schedule an organizational meeting within 10 days to elect Officers.
 - If the Board chooses, they may appoint either; 1) the Manager; 2) a Homeowner, or 3) a Director to service as parliamentarian.

3. Addendums

Addendum 1 - LWC Election Information/Call for Candidates

ELECTION INFORMATION, CALL FOR CANDIDATES, AND LWC CANDIDATE APPLICATIONS

The 2024 Annual Meeting of the Membership is scheduled for Friday, October 18, 2024 at 10:00 AM, in the Pat Neal Room at the Rec Center and via Zoom. This year's meeting of the Membership will be electing three (3) Directors to fill three positions, two (2) with a two-year term, expiring in October 2026 and one (1) with a one-year term expiring in October 2025.

Attached is the LWC Candidate Application. To be considered by the LWCHA Membership, this Application must be completed and returned to the Community Association Manager's office at the Association Office, 15 SW Singing Tree, Depoe Bay, OR, 97341 to the attention of the Election Committee, no later than **4:00 PM, Friday, September 13, 2024.**

The Association is seeking candidates who wish to nominate themselves for election to the Board of Directors. For your convenience, additional information is provided that gives a brief description of Board Duties, Obligations and Responsibilities. Additional corporate documents are available for review at the LWC Association Office. The Directors generally contribute several hours each week fulfilling their duties which include, but are not limited to:

- The LWCHA is governed by a five (5) Member Board of Directors elected by the lot and condominium owners who make up the Membership in the Association (Bylaws, Section 3.1);
- Article IV, Section 4.4 of the Declaration establishes the Powers and Obligations of the Association;
- Article III, Section 3.6 of the Bylaws establishes the Powers and Duties of the Board of Directors;
- The Board determines operational and fiscal policy and assesses owners at a rate set annually. These assessments provide the funds for the operation of the Association;
- The Board sets a meeting schedule for the coming year at the Organizational Meeting after the election.
- Article III, Section 3.5 of the Bylaws permits the removal of any Director by a majority vote of those present at a duly called Special Meeting of the Membership;
- Article III, Section 3.3 of the Bylaws states: Directors serve two-year (2) terms on a staggered basis;
- Article III, Section 3.12 of the Bylaws states: Directors do not receive any monetary compensation for their service;
- Becoming familiar with LWCHA Declaration (CC&R's), Bylaws, Rules and Regulations, Resolutions, Policies and Procedures;
- Becoming familiar with the Oregon Planned Community Act (ORS 94), the Oregon Condominium Act (ORS 100) and the Oregon Nonprofit Corporation Act (ORS 65);
- Attending and participating in Regular, Special, and/or Emergency Board Meetings, and other meetings as required or needed;
- Responding to emergency situations in the absence of the Community Manager;
- Assisting in the selection of contractors who have submitted proposals for work;

- Assist the Community Manager with personnel matters as needed;
- Use of email and other electronic tools and software;
- Directors may be assigned as a Board Liaison to officially chartered Advisory, Standing and/or Ad-Hoc Committees.

Election Committee and Management

- The Election Committee and Management has the responsibility for administering the election process. Refer to LWC Resolution 24-01, LWCHA Policies and Procedures-Election and Voting;
- The Committee will provide further instructions and information for all Candidates;
- Candidates will be requested to supply personal information, which will be distributed with ballots and proxies, and sent to the Association Members.
- Candidates will be asked to participate in the *Meet the Candidates Forum*, scheduled for Saturday, September 21, 2024, at 10:00 AM, in the Pat Neal Room at the Rec Center and via Zoom. If you are interested in serving our Community as a Member of the LWCHA Board of Directors, please complete the attached LWC Candidate Application and submit it to the LWCHA Office, no later than **4:00 PM, Friday, September 13, 2024** in order to be included on the Ballot.

You may return your LWC Candidate Application electronically to lwcha@lwcha.org, drop it off at the Gatehouse, or by U.S Postal Service to: Little Whale Cove Homeowners Association, ATTN: Election Committee, 15 SW Singing Tree, Depoe Bay, OR, 97341.

Please limit your responses to each question to 250 words or less.

We wish all the Candidates the very best!

Regards,

Dena Patterson

Community Association Coordinator
Little Whale Cove Homeowners Association, Inc. dena@lwcha.org
541-765-2489

Addendum 2 – LWC Candidate Application

2024 LWCHA CANDIDATE APPLICATION

Name: _____

LWC Address: _____

Best Phone: _____ E-mail Address: _____

Lot #: _____ How long have you owned your home in Little Whale Cove? _____

In 250 words or less, please describe your qualifications and the reasons for your interest in serving as a member of the LWCHA Board of Directors. All submissions will be re-formatted in the same font and size, so you may hand-write (legibly), send an email or attach a separate sheet. Bullets and extra spacing will count as equivalent word length.

Have you chaired any committee or served on an executive board of any organization or association in Innisfree and/or LWC? If so, please list them:

Please list any LWC Committees you have served on:

Service to prior Communities where you have resided:

Please list any memberships you have in any clubs and/or organizations:

I hereby certify that I meet the Director Eligibility requirements of Article III, Section 3.1 of the LWC Bylaws and I'm willing to serve to the best of my ability in the capacity of a Director if elected.

Applicant Signature

Date

Association Secretary or Managing Agent

Date Received

Addendum 3 – Annual Meeting / Meet the Candidates Forum Notice

**NOTICE OF MEETING
LITTLE WHALE COVE HOMEOWNERS ASSOCIATION, INC.
ANNUAL MEETING OF MEMBERSHIP AND ELECTIONS**

**FRIDAY, OCTOBER 18, 2024, AT 10:00 AM
THIS YEAR’S MEETING WILL BE HELD IN THE RECREATION CENTER AND VIA ZOOM
PROXY/BALLOT DUE NOT LATER THAN THURSDAY, OCTOBER 17, 2024**

The 2024 Annual Meeting of the Membership and Elections is scheduled on Friday, October 18, 2024, at 10:00AM in the recreation center and via Zoom. The purpose of this year’s Meeting of Membership is to elect two (2) Directors, to fill two (2) positions with a two-year term, expiring in October 2026, and one (1) Director to fill a one -year term expiring in October 2025, pursuant LWCHA Bylaws, Article III, Section 3.4 and to conduct any other business that may come before the Members.

The Association under Oregon State Statue (ORS 94-650 and ORS 100.407) and pursuant the LWCHA Bylaws, Article II, Section 2.3 is required to hold an Annual Meeting of the Membership in the month of October each year.

In order to conduct the Annual Meeting of the Membership, a quorum of fifty percent (50%) of the Members must be represented in person or by Proxy, to constitute a quorum. (LWCHA Bylaws, Article II, Section 2.9) Proxy privileges are for all current Association Members. To establish quorum, please complete the enclosed Directed Proxy and Secret Ballot and return using the enclosed return envelope, via email to lwcha@lwcha.org or drop your proxy and ballot off at the Association Office on or before the deadline. In order for the ballot to be counted the Proxy must be signed and placed in the Proxy envelope not with ballot in Ballot Secrecy envelope. Please return your proxy/ballot promptly to be counted. For owners who vote electronically, their vote is considered their proxy. Election Buddy will not allow more than one ballot per lot and will limit the votes to the number of open positions.

In accordance with LWCHA Bylaws, Article II, Section 2.7, “No proxy shall be valid after the meeting for which it was solicited, unless otherwise expressly stated in the proxy, and every shall automatically cease the holder of the voting interest no longer holds such interest.”

We included a Candidate Biography and Short resume for Each Candidate to assist you with your decision in casting your vote for the open positions on the Board of Directors. We have also enclosed for your convenience: 1) A Ballot; 2) a Directed Proxy; 3) self-addressed return envelope; 4) a secrecy envelope for your ballot. Please return your proxy/ballot no later than Thursday, October 17, 2024, at 4PM.

You may only vote once for each candidate

Because three (3) positions on the Board of Directors are available, you should vote only for three (3) candidates. If you vote for more than that your Secret Ballot will be determined to be invalid and will be disqualified and not counted.

**MEET THE CANDIDATE’S FORUM
28 SEPTEMBER 2024 AT 10:00 AM
HELD IN THE RECREATION CENTER AND VIA ZOOM**

You are invited to attend the Meet the Candidates Forum, where the Candidates will present themselves, talk about issues, concerns and take questions from those members in attendance.

*Please return your signed proxy and ballot in the envelope provided,
no later than **Thursday, October 17, 2024.***

If you have any questions regarding the Annual Meeting of the Membership, or the proxy / ballot, please do not hesitate to contact the office at 541.765.2489 or via email at dena@lwcha.org.

Regards,

Dena Patterson
Community Coordinator
Little Whale Cove Homeowners Association, Inc.
Innisfree Patio Home Condominium Association
dena@lwcha.org
541.765.2489

ENCLOSURES:

Meeting Notice
Agenda
Candidate Biographies
Directed proxy
Ballot
Return Envelope
Secrecy Envelope

Addendum 4 – LWC Directed Proxy

**DIRECTED PROXY
FOR ELECTION TO THE BOARD OF DIRECTORS
LITTLE WHALE COVE HOMEOWNERS ASSOCIATION**

The undersigned, a registered owner of Lot # _____ in the Little Whale Cove Homeowners Association and member of the Little Whale Cove Homeowners Association (Association), having reviewed the Candidate Biographies, hereby revoke all Proxies executed prior to the date undersigned, at the Annual Meeting of the Membership to be held on October 18, 2024, at 10:00 AM in the recreation center and via Zoom, and any adjournment thereof. I direct that my Proxy cast my votes as indicated on the Ballot accompanying this Proxy. Said Ballot is incorporated herein by reference in its entirety and shall be used to establish a quorum, provided the Proxy has been properly executed by the registered Owner.

If no Candidates are selected on the enclosed Ballot and/or no Ballot is submitted with this proxy, my Proxy may be used to establish the Annual Meeting quorum only.

This Proxy is irrevocable except by actual notice by the Owner to the Secretary of the Association or Agent of the Association prior to the Annual Meeting that is to be revoked.

Please complete, sign and date this Directed Proxy and return to the Election Committee, Little Whale Cove Homeowners Association, 15 SW Singing Tree, Depoe Bay Oregon 97341, no later than Thursday October 17, 2024. You may also drop off your proxy in person. The vote tally and election will be conducted during the LWCHA 2024 Annual Meeting of the Membership.

[] I/We designate any member of the Board of Directors who is present at the meeting to serve as my/our proxy. I/We understand that all proxies received shall be distributed as equally as possible among those Board members who are present at the meeting.

REGISTERED OWNERS: _____
PRINT NAME PRINT NAME

SIGNATURE

SIGNATURE

DATE

Please make sure to Sign and Date the Proxy. Failure to do so will render the Proxy INVALID.

If you have any questions, please contact Dena Patterson at dena@lwcha.org or 541-765-2489

Addendum 5 – Affidavit of Dissemination

AFFIDAVIT OF DISSEMINATION
2024 ANNUAL MEETING OF THR MEMBERSHIP
LITTLE WHALE COVE HOMEOWNERS ASSOCIATION

I, Vicki Berchou, do hereby declare;

I am the duly appointed election Committee Chair, of Little Whale Cove Homeowners Association, I am over the age of 21, a citizen of Lincoln County, Oregon, and not a party to, nor interested in. the within action: that on the ____ day, in the month of September, in the year 2024, I personally disseminated via email, text message or deposited in the United States Post Office at Depoe Bay, State of Oregon:

268 copies of the 2024 Annual Meeting Notice of the Membership, along with the necessary documents, pursuant to Oregon State Statute, Chapter 65, 94 and 100 and LWC Resolution 24-01, for the annual election of the Board of Directors, using the following methods:

_____ copies sent via email

_____ copies sent via text message

_____ copies sent via USPS

For USPS dissemination, information was enclosed in a sealed envelope upon which first class postage was fully prepaid. Each requested mailed copy was addresses to each Owner of record as of September ____ 2024, whose name appears on the attached list and to respective addresses as shown on the attached list.

I hereby affirm that the selected method of dissemination was selected by each individual Owner of record.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of September, in the year 2024.

SIGNATURE.

DATE

Addendum 6 – Affidavit of Number of Proxies

**AFFIDAVIT OF PROXY COUNT & QUORUM
FOR THE 2024 ANNUAL MEETING OF THE MEMBERSHIP
LITTLE WHALE COVE HOMEOWNERS ASSOCIATION, INC.**

We, the Election Committee (Committee) of Little Whale Cove Homeowners Association, Inc. do hereby certify as follows:

- An election for the Board of Directors is scheduled to be held on Friday, October 18, 2024;
- The number of eligible voters for the scheduled election is 268;
- The total number of valid Proxies received by the Committee by the scheduled date and time of the Annual Meeting of the Membership is _____; and
- The total number of eligible voters registered in-person at the Annual Meeting of the Membership and who did not submit a proxy is _____; and, therefore
- ***The total number of valid proxies and eligible in-person voters for the 2024 Election for the Board of Directors is _____;***
- In accordance with the LWCHA Bylaws, Article II, Section 2.9, requires a quorum of 50% or 134 eligible voters;
- ***The Committee, has certified, that _____ valid Proxies were received and in-person voters are present and that quorum has been established pursuant to the LWCHA Bylaws.***

SIGNED THIS 18TH DAY OF OCTOBER, 2024.

SIGNATURE CHAIR, [PRINT NAME]

SIGNATURE MEMBER, [PRINT NAME]

SIGNATURE MEMBER, [PRINT NAME]

SIGNATURE COMMUNITY ASSOCIATION MANAGER, [PRINT NAME]

Addendum 7 – Certification of Proxy/Ballot Count

**CERTIFICATION OF PROXY/BALLOT COUNT
FOR THE 2024 ANNUAL MEETING OF THE MEMBERSHIP
LITTLE WHALE COVE HOMEOWNERS ASSOCIATION, INC.**

We, the Election Committee (Committee) of Little Whale Cove Homeowners Association, Inc. do hereby certify as follows:

- An election for the Board of Directors was held on Friday, October 18, 2024, in accordance with *LWCHA Bylaws, Article II, Section 2.3*;
- Any invalid/disqualified Proxies and/or Ballots were not included in the tabulation of the votes, pursuant *LWC Resolution 24-01*;
- The basis for determining invalid or disqualifying Proxies and/or Ballots included;
 - Insufficient or illegible information to the extent that it was not possible to determine either the voter’s identity, or the voter’s intent as to which Candidate they were voting for;
 - Duplicate Proxies/Ballots from the same parcel, lot, dwelling or unit (in which case, only one of the Proxy/Ballot was counted);
 - Conflicting names/signatures from the same parcel, lot, dwelling or unit (in which case, none of the proxies/ballots were counted);
- The Proxies and Ballots were tallied (counted) twice in order to confirm the results;
- *The following were the results of the voting by the Membership:*

Name of Candidate	Number of Votes
○ _____	_____
○ _____	_____
○ _____	_____
○ _____	_____
○ _____	_____
○ _____	_____

SIGNED THIS 18th DAY OF OCTOBER, 2024.

SIGNATURE

CHAIR, *[PRINT NAME]*

SIGNATURE

MEMBER, *[PRINT NAME]*

SIGNATURE

MEMBER, *[PRINT NAME]*

SIGNATURE

COMMUNITY ASSOCIATION MANAGER, *[PRINT NAME]*

Addendum 8 – Certification of Election Results

**CERTIFICATION OF ELECTION RESULTS
FOR THE 2024 ANNUAL MEETING OF THE MEMBERSHIP
LITTLE WHALE COVE HOMEOWNERS ASSOCIATION, INC.**

We, the Election Committee (Committee) of Little Whale Cove Homeowners Association, Inc1 do hereby certify as follows:

- An election for the Board of Directors was held on Friday, October 18, 2024, in accordance with *LWCHA Bylaws, Article II, Section 2.3*;
- Candidates were properly nominated, pursuant *LWC Resolution 24-01*;
- Proper Notice of the Annual Meeting of the Membership and Board Election was given, in accordance with *LWCHA Bylaws, Article II, Section 2.5, LWC Resolution 24-01, ORS 94-650(4)&(5) and ORS 100.407(4)*;
- A quorum of eligible voters was present for the Election either in person and/or via Proxy, pursuant the attached *Affidavit of Proxy Count & Quorum*;
- The Proxies and Ballots were authenticated and tallied by the Election Committee Chair and the undersigned, per the attached *Certification of Ballot Count for Election of the Board of Directors*;
- The following were duly elected to the Board of Directors, as Directors by the Membership:

- _____
- _____
- _____

SIGNED THIS 18th DAY OF OCTOBER 2024.

SIGNATURE

CHAIR, [PRINT NAME]

SIGNATURE

MEMBER, [PRINT NAME]

SIGNATURE

MEMBER, [PRINT NAME]

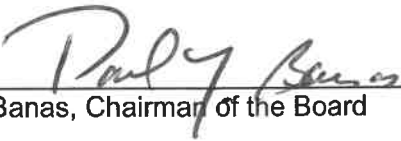
SIGNATURE

COMMUNITY ASSOCIATION MANAGER, [PRINT NAME]

FURTHER, RESOLVED, that this Resolution take effect on the date of the meeting and is for the purposes of restating the policies and procedures of the Communit Rules;

This **RESOLUTION** is adopted this 23rd day of August, 2024 by a majority of the Board of Directos of the Association at a meeting where a quorum was present and the notice of meeting was properly executed.

Little Whale Cove Homeowners Association, INC.



Paul Banas, Chairman of the Board



William Johnson, Secretary