

# HOW TO PROPERLY COMPLETE AND MAIL YOUR BALLOT

Dear Community Member,

We have prepared this quick-reference guide page to help you properly complete and mail your ballot. The two most common mistakes we see in casting ballots are: 1) Not signing your return envelope; and 2) the Return envelope has been signed by someone other than the owner of record. In order to help eliminate these errors we have created this quick-reference guide to assist you in properly completing and mailing your ballot so that your vote will count on election day.

**STEP ONE:** Complete your ballot by completely filling in the appropriate circles with **BLUE** or **BLACK** ink.

**STEP TWO:** Place your ballot into the envelope marked “**Secret Ballot Envelope (#1)**” and seal it.

**SECRET BALLOT ENVELOPE (#1)**

**Important:**

- Place **ONLY** the Ballot in this envelope and seal it.
- Do **NOT** sign or identify yourself in any way on the Ballot OR this “Secret Ballot Envelope”.
- Do **NOT** include any other materials (such as a note or payment).

Next Step: Place this sealed envelope in envelope #2, sign that envelope in the upper left hand corner and return it to HOA Elections.

**MY COMMUNITY**  
IRREVOCABLE SECRET BALLOT  
January 15, 2019, or any adjournment thereof

Like This: ● Not Like This: ✓ ✗ ○  
(Blue/Black Ballpoint Pen Only)

**QUORUM PURPOSES ONLY:** Your ballot will be counted for quorum only; any votes for any measure/candidate will **NOT** be counted.  
Shade circle for quorum purposes only: ○  
**(If quorum only, do not mark any votes below.)**

**I. ELECTION OF DIRECTORS:** There are two (2) Board Seats to be filled. Cumulative voting is not permitted..  
**(1 shade circle = 1 vote) \* Denotes Incumbent**

**The total number of shaded circle(s) may NOT exceed two.**

John Smith ●

Jane Taylor ●

**This Irrevocable Secret Ballot must be returned by the double-envelope system described in the enclosed instructions.**

\*\*Do NOT identify yourself in any way on this ballot.\*\*

**STEP THREE:** Detach the **OWNER INFORMATION INSERT** from the bottom portion of the instruction sheet sent in your election packet and insert it into the envelope marked **ELECTION MATERIALS (#2)** so that your return address shows in the upper left window.



*ELECTIONS MATERIALS (#2)*

Add your secret ballot envelope (*being careful not to cover the return address*). Seal it and SIGN the return envelope on the signature line.

MAY SMITH  
1234 Main Street  
My Community, CA 99999

**Required:** Place OWNER INFORMATION INSERT in window

*Mary Smith*

**Required:** Signature

**HOA ELECTIONS OF CALIFORNIA**  
1001 Avenida Pico, Ste., C-496  
San Clemente, CA 92673

**ELECTION MATERIALS (#2)**

Add postage if necessary and deposit your properly executed ballot packet into the mail. Please call us if you have any questions on how to complete your ballot. Thank you for voting!