

**Honeytree Improvement Association**  
**Board of Director's election**  
**April 25, 2023**

**Agenda**

1. Office staff sets up a check-in station by the clubhouse front door.
  - Ballots on hand having already been checked as to voting eligibility, all residents attending in person are checked at the door for voting eligibility.
2. Notice of election meeting;
  - The meeting should be announced no more than 30 days and no less than 10 days prior to the election. Done
  - The meeting is held in-person for residents with the Association with the Association's attorney attending virtually.

Note: The Common Interest Community Association Act allows members of common interest communities to vote by ballot and perform any functions by acceptable means of technology. Hence electronic votes via the Association's website, if this technology is used, will be counted and is authorized by law.

3. President calls the Association's attorney to make sure they are virtually on hand.
4. Meeting is called to order by the President at \_\_\_\_\_
5. Quorum is established yes \_\_\_\_\_ no \_\_\_\_\_
6. Approval of minutes from 2022 election meeting.
7. Nomination of candidates for the Board of Directors.
8. Introduction of candidates
9. Explanation of election procedures by the President.
  - Ballot counters identified by President.
10. Vote counters adjourn to allotted spaces to count ballots.
11. election results announced.
- 12 Election of Officers conducted in Executive Session in accordance with \_\_\_\_\_ election results.
13. Announcement of new officers
14. Meeting adjourned at \_\_\_\_\_.