



### Voting Procedures and Instructions:

California law requires that all Directors be elected by a secret ballot. In addition, Associations are required to provide envelopes for the return of your ballot. Enclosed are the following items:

- 1) One (1) colored paper **Irrevocable Secret Ballot** for the election of directors.
- 2) Two (2) envelopes for the return of your ballot.

Please follow the instructions below to ensure that your vote is counted:

- 1) Vote, in blue or black ballpoint pen only, your colored Irrevocable Secret Ballot and place it inside the envelope marked Secret Ballot Envelope (#1) and seal the envelope. This envelope will be opened by the Inspector(s) of Election at the meeting. **Please do not make any marks on the Irrevocable Secret Ballot or Secret Ballot Envelope (#1) which would identify you in any way.**

- 2) **How to Mark Your Ballot:** Like this: ● Not like this: ⊙ ⊗ ⊘

- 3) Place the Secret Ballot Envelope (#1) into the second envelope marked Election Materials (#2) addressed to the Inspector(s) of Election. In the upper left-hand corner of envelope (#2), your name and address have already been pre-printed for you, but you must sign your name. **Failure to sign the envelope may result in the Inspector(s) of Election considering it invalid.**

There are three ways to deliver your ballot:

- a) By mail - postmarked no later than November 9, 2012.
  - b) Deliver to HOA Elections, 26043- A Jefferson Ave, Murrieta, CA. (During Business hours)
  - c) Bring in person to the meeting prior to the close of registration.  
*Please do not give it to someone else to bring to the meeting or drop at the Onsite Clubhouse Office.*
- 4) Ballots received prior to the meeting will be indicated on the sign in sheet. If you have voted your ballot by mail, you will not receive another ballot at the meeting. If you sign the envelope and return it without a ballot or if you include the ballot and it is deemed invalid, it will be counted for quorum purposes only.
  - 5) **Note: Ballots are not revocable. If you send your ballot back before the meeting, you cannot vote at the meeting.**

In order to assist you in your selection for Director, please find a copy of the candidate statements enclosed, submitted by each candidate.

If you have any questions regarding this process, please contact Sandy Rush, Association Manager at (951) 894-4877 or email [greermanager@avalonweb.com](mailto:greermanager@avalonweb.com). You may also contact HOA Elections at (951) 667-7191 or email [info@hoalections.com](mailto:info@hoalections.com).