

LAKEVIEW – LA HABRA HOMEOWNERS ASSOCIATION, INC.
A California Non-profit Mutual Benefit Corporation

VOTING AND ELECTION RULES AND PROCEDURES
(Civil Code Section 5100 et. Seq.)

Effective: 22July2014

1. Membership Meetings, Annual Meeting, Election of Directors and Membership Votes

- a. The Association will hold an Annual Meeting of the Members to elect Directors and to conduct Association business which is properly brought before the Members and/or on the agenda.
- b. The Board of Directors shall consist of five (5) Directors. (Bylaws, at Article IV, Section 1) The terms of office for all Directors shall be concurrent and for a term of one (1) year. (Bylaws, at Article IV, Section 5).
- c. Any Member of the Association in good standing (meaning the member must be current as to monthly assessments), not in known violation of the governing documents and living wholly within the project is eligible to be nominated or to nominate himself or herself for a position on the Board of Directors of the Association.
- d. The Association will send out to all Members a request-for-candidates form, seeking candidates for the Board, approximately sixty (60) days prior to the Annual Meeting date. All forms must be completed by the candidate and must be received by the Association by the deadline stated in the form in order for a candidate's name to appear on the Notice of Annual Meeting and the Secret Ballot. If the fully completed form is not received by the Association by the deadline date, a candidate may still be nominated by himself, herself or by someone else from the floor of the Annual Meeting or by submittal of a written nomination to the Inspector(s) of Elections. Nominations will be valid so long as the nominee has either nominated himself/herself, is in attendance at the Meeting of the Members and accepts the nomination, or provides written notice of acceptance of the nomination prior to the close of nominations.
- e. The candidacy form will include the opportunity for each candidate to submit a written statement, up to 250 words, which is reasonably related to the election, including advocating a point of view. Candidate's statements will be included with the Association's mailing of the Notice and Secret Ballot materials. The Association will not edit or redact these statements but may include a statement specifying that the candidates are responsible for the content of the statements.
- f. Secret Ballots: The Association will utilize a secret ballot process, which is required by California law, as described in Section 4 below, for:

- (i) A vote of the membership regarding assessments per Civil Code Section 5605.
 - (ii) Election or removal of members of the Association's Board of Directors.
 - (iii) Amendments to the governing documents.
 - (iv) Grant of exclusive-use common area property pursuant to Civil Code Section 4600.
 - (v) Any other membership votes which may be required or allowed by law.
 - (vi) The Association may utilize a secret ballot process for any other membership vote, so long as allowed by law.
- g. The Association will send out a Notice of Annual Meeting/Instructions for Voting, not less than thirty (30) and not more than sixty (60) days prior to the deadline for voting, which will advise all Members of times when polls will open and close. The Notice will also state the dates and times when the Members and candidates may attend the Annual Meeting(s) and/or Board of Directors' meeting(s) to witness the inspector's or inspectors' review, count and tabulation of the Secret Ballots. The notice may also state the specific dates and times at which access to common area meeting space may be made available to all candidates and Members advocating a point of view at no charge for purposes reasonably related to the election.
- h. Other Meetings of the Members ("Membership Meetings") may be noticed and held by the Association to vote on matters which are proper for member vote. Except for election and removal of directors, the Board may also determine not to notice/hold Membership Meetings for votes on matters. In a case where they do not have Membership Meetings, the Board of Directors may conduct the vote by secret ballot process and have the ballots counted and tabulated at a regular open Board meeting.
- i. The Directors must be elected by Secret Ballot and cannot be elected by voice vote or show of hands at the Annual Meeting. If the number of candidates is equal to or less than the number of positions available for election on the Board, the Association may take a vote by Secret Ballot only of the Members who are in attendance at the Annual Meeting to elect the candidates as presented. Members who hold legal and valid discretionary proxies and are authorized to cast ballots on behalf of the proxy giver as the proxy holder deems proper may also cast a Secret Ballot on behalf of the proxy giver. A majority of the Members present and voting by Secret Ballot is required to elect the Directors as presented at the meeting. In such a case, the Inspector(s) may determine to not complete the count or tabulation of the Secret Ballots previously received by the Association on the election of Directors unless required. The Report of Inspector(s) of Election will state that the Board Members were elected by majority vote of members "as presented at the meeting," and will not show the vote tabulation.

- j. Other business at the Annual or other Membership Meeting, such as approval of minutes, motions to close registration, motions to cease balloting, motions to adjourn and other parliamentary procedures required by a recognized system of parliamentary procedure may be conducted by a recognized method.
- k. All Membership Meetings and votes will be conducted in accordance with the Association's Governing Documents, Roberts Rules of Order latest Edition and California Corporations and Civil Codes, as appropriate.

2. Inspector(s) of Election

- a. One or three independent third party inspector(s) of elections (“Inspector(s)”) will be selected and appointed by the Board of Directors at an open Board meeting.
- b. For purposes of this Section 3, independent third parties include the following:
 - (i) A volunteer poll worker working for the county registrar of voters;
 - (ii) A Licensee of the California Board of Accountancy;
 - (iii) A Notary Public;
 - (iv) A Member of the Association who does not hold a position on the current Board of Directors, is not related to a member of the current Board of Directors, is not a candidate for the forthcoming election and is not related to a candidate for the forthcoming election, for which such Member of the Association would serve as an Inspector;
 - (v) An employee or principal of the Association's managing agent; or
 - (vi) Such other persons as may be provided by California Law.
- c. The Board will not select as an Inspector a member of the Board of Directors, a candidate for the Board of Directors, a relative of a member of the Board or of a candidate, or a person currently employed by or under contract to the Association for other compensable services, except the Board may select an employee or principal of the Association's managing agent even though the Association's managing agent is employed under contract to the association. The Board may also hire a CPA, accounting firm or other professional firm to act as an Inspector even though the CPA, accounting firm or other professional firm is employed for audit, tax or other Association accounting work.
- d. The Inspector(s) shall turn over custody of the election envelopes and Secret Ballots to the Association's managing agent who will maintain custody and storage of the election envelopes and Secret Ballots for at least twelve (12) months.

- e. If an Inspector is unwilling to, unable to, or does not, perform his/her duties as stated in these rules, or becomes ineligible to be an Inspector at any time after appointment under Rule 3-c, above, the Board may remove that Inspector without notice, and may appoint another Inspector in his/her place.
- f. Inspector(s)' Duties:
 - (i) Determine number of memberships entitled to vote and the voting power of each;
 - (ii) Determine the authenticity, validity, and effect of proxies, if any;
 - (iii) Receive ballots and proxies, if any;
 - (iv) Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote;
 - (v) Count and tabulate all votes;
 - (vi) Determine when the polls shall close;
 - (vii) Determine the results of the election;
 - (viii) Perform any acts as may be proper to conduct the election with fairness to all Members, in accordance with California Law and these rules;
 - (ix) All duties must be performed in good faith, to the best of the Inspector(s)' ability, and as expeditiously as practical;
 - (x) Prior to the mailing of the Secret Ballots by the Association, the Inspector(s) will determine the location where the sealed ballots will be mailed or delivered and where the Inspector(s) will maintain custody of the sealed ballots until after the tabulation of the vote by the Inspector(s). The Inspector(s) may select the Association's management company or a private post office box to receive the sealed ballots on behalf of the Inspector(s). If the Inspector(s) are Members or other non-paid volunteers, the Association's management company or a private post office box shall be the preferred receipt and storage location. Management will not register, open, review or count the ballots unless selected as Inspector by the Board pursuant to Rule 3-b or c, above. Non-paid volunteer Inspector(s) will not select his/her/their own residences or businesses as the location where the ballots will be mailed/received. Professional Inspector(s) may designate their business address as the location where the ballots will be mailed/received.
- g. The Inspector(s) may appoint and designate additional personnel to assist them in their duties, including registration, counting and tabulating, but the Inspector(s)

will oversee and be responsible for all actions of such personnel. Any additional person(s) appointed to assist the Inspector(s) must meet the qualifications stated above at Rule 3-c. Only the Inspector(s) may sign the Inspector(s)' report of the election, but additional persons must sign an oath regarding his/her/their duties.

- h. If there are three (3) Inspectors, the decision to act must be by a majority of the Inspectors and is effective, in all respects, as the decision of all.
- i. The Inspector(s)' report of the election shall be prepared for all votes and, once signed to certify the election, is prima facie evidence of the facts stated in the report.

3. Secret Ballot Procedures

- a. At least thirty (30) days prior to the Annual Meeting, other Membership Meeting, or vote taken, the Association will mail to Members, by First-Class U.S. mail, the Secret Ballots, along with two preaddressed envelopes and instructions on how to return the Secret Ballots. The Annual Meeting date, other Membership Meeting date, or deadline date for other votes taken without a meeting will be considered the due date for completed Secret Ballots to be received by the Association. A Notice of Meeting will also be sent, along with instructions on how to return Secret Ballots.
- b. The Secret Ballot itself will not identify the voter by name, address, lot, or parcel number.
- c. The Secret Ballot and Notice will contain the names of any candidates known to the Association at the time the Secret Ballot and Notice are mailed. If no candidates are known or if there are fewer candidates than the number of Directors to be elected, the Association will send out a Secret Ballot which has the names of the candidates known and/or blank lines for write-in candidates.
- d. Any write-in candidate must be nominated from the floor of the Annual Meeting, by himself, herself or another Member, or by written notice which is received by the Inspector(s) prior to the close of nominations, and must be present at the Annual Meeting to accept the nomination or have sent written acceptance of the nomination to the Association in advance.
- e. The Secret Ballot itself is not signed by the voter but is inserted into an inner/ballot envelope which is preaddressed to the Inspector(s) (Envelope #1).
- f. The voter then seals Envelope #1 and inserts Envelope #1 into a second preaddressed outer/mailling envelope (Envelope #2) which is then also sealed by the voter.
- g. In the upper left-hand corner of Envelope #2, the voter shall sign his or her name, indicate his or her name, and indicate the property address in the Association

owned by the voter that entitles him or her to vote. Where a Member ("Ballot Giver") decides to give his or her Secret Ballot to another Member ("Ballot Receiver") to be voted at the discretion of the Ballot Receiver, the Ballot Giver shall provide the Ballot Receiver with Envelopes # 1 and # 2 after the Ballot Giver signs his or her name, indicates his or her name, and indicates the address that entitles him or her to vote in the upper left-hand corner of Envelope # 2. The Ballot Receiver does not indicate his/her name anywhere on the voting materials.

- h. The Owners of multiple properties must submit separate Secret Ballots in separate sealed Envelopes (#1 and #2) for each property owned.
- i. Envelopes #1 and #2 are preaddressed to the Inspector(s) at the location selected by the Inspector(s).
- j. Secret Ballots may be mailed to the selected address or delivered by hand to the location selected by the Inspector(s) or brought to a Membership Meeting.
- k. The Member may request a receipt for hand delivery of the sealed Envelope #2 to the location selected by the Inspector(s). Any Member desiring a receipt for mail delivery should send the Secret Ballot by certified mail, return receipt requested, to the location selected by the Inspector(s).
- l. Only the Association's Secret Ballots and envelopes which are sent out to the membership by the Association or are provided by the Association at the Membership Meeting will be accepted by the Inspector(s).
- m. Cumulative voting is permitted in the election of Directors. (Bylaws, at Article II, Section 5).

4. Proxies

- a. The Association will not send out a proxy for the Annual Meeting or other membership vote. Proxies will be accepted only if those proxies and the proxy holders are determined by the Inspector(s) to meet the requirements of the Bylaws, the California Corporations Code and the California Civil Code. Proxy holders shall not be given Secret Ballots pursuant to proxies until after the time that all proxies and Secret Ballots (except for those Secret Ballots to be distributed pursuant to proxies) have been registered, and the proxy has been upheld as valid.
- b. Any instruction given in a proxy that directs the manner in which the proxy holder is to cast the vote must be set forth on a separate page of the proxy that can be detached and given to the proxy holder to retain.
- c. The proxy holder must be a Member of the Association as required by California Law, and must be present in person at the Membership Meeting and shall cast the proxy giver's/Member's vote by Secret Ballot at the meeting, unless the proxy is

revoked by the proxy giver prior to the Inspector(s) receipt of the proxy giver's Ballot. If the proxy holder is not present at the meeting, the proxy shall not be valid for any purpose.

- d. Any Member who gives another Member his or her proxy does so with the full understanding that the Association and Inspector(s) will not be responsible for ensuring that any proxy holder votes the proxy in accordance with the proxy giver's direction. The Inspector(s) cannot verify or observe how the proxy holder marks the proxy giver's/Member's ballot.
- e. Any proxies previously distributed by the Association for quorum purposes only, including general proxies, will be valid and accepted by the Association until their expiration.

5. Effect of Submitting Secret Ballot

- a. **ONCE A SECRET BALLOT IS RECEIVED BY THE INSPECTOR(S), THAT SECRET BALLOT CANNOT BE CHANGED, RETRIEVED, OR REVOKED.**
- b. Only one Secret Ballot may be submitted for each address. Once a Member submits a Secret Ballot with regard to a particular address, no other Secret Ballot or proxy may be submitted for that property. Should more than one Secret Ballot be submitted with regard to a particular address, the Secret Ballot which was earliest received shall be counted for that property. If it cannot be determined which Secret Ballot was earliest received, no Secret Ballot will be counted for that property.

6. Registration of Secret Ballots at the Meeting

- a. The Association will have the membership registration list at the Membership Meeting.
- b. Verification of information on the outside of Envelope #2 and registration of envelopes received may be performed by the Inspector(s) or his/her designees prior to the meeting or deadline for voting.
- c. Management will not register or open any of the Secret Ballots or proxies received by the Association.
- d. Envelopes will be opened and votes counted and tabulated by the Inspector(s) at a duly noticed membership or Board meeting in front of any Members or candidates who may wish to witness the opening and counting of the Secret Ballots or proxies.
- e. All Secret Ballots must be sealed in the two sealed Envelopes and contain all required information on the upper left-hand corner of Envelope #2.

- f. If a Member brings Secret Ballots for other Members to a Membership Meeting, the Secret Ballots must be sealed in separate individual Envelopes #1 and #2 as required above. The Inspectors will register and make all necessary determinations regarding those sealed Secret Ballot Envelopes.
- g. The Inspectors will review the information provided on the upper left-hand corner of Envelope #2. The Inspectors will require, at a minimum, the following:
 - (i) The Member must indicate his/her name on Envelope #2, it must be legible and must match the name of at least one (1) of the record owners of the property as shown on the Association's membership list;
 - (ii) The Member's signature must be on Envelope #2;
 - (iii) The property address shown on Envelope #2 must correspond to the Member's property address on the Association's membership list;
 - (iv) The Inspector(s) will determine whether the failure to include any information on Envelope #2 should result in the Secret Ballot being counted, counted for quorum purposes only, or not counted for any purpose.
 - (v) If an owner fails to put a Secret Ballot into both of the two sealed Envelopes, and sends/delivers empty Envelopes, the Envelopes will not count for any purpose, including quorum.

7. Registration of Members in Person

- a. A Member wishing to vote in person at the Membership Meeting must present himself/herself at the registration table.
- b. A Member may not revoke or change any previously received Secret Ballot or any Secret Ballot cast by the Member's Ballot Receiver (see Rule 4-g). A Member may attend the Membership Meeting, but will not be given a new Secret Ballot to vote at the Membership Meeting if the Inspector(s) has received a Secret Ballot for that property address.
- c. If a Secret Ballot has not been previously received by the Inspector(s) for a particular property address, a Member in attendance at the Membership Meeting will be given a Secret Ballot along with two envelopes to mark and cast in secret at the Membership Meeting. The Inspector(s) will mark the registration list to memorialize that the Member received a Secret Ballot at the Membership Meeting. Such Secret Ballots may, at the discretion of the Inspector(s), be on paper of a color different than the color used for Secret Ballots cast by mail and contain other mechanisms for the Association to deter fraud. Such Secret Ballots will only be counted at any Membership Meeting or adjourned Membership

Meeting if properly placed in both Envelopes # 1 and # 2, and if they are otherwise valid pursuant to these election rules.

- d. Members voting in person at the Membership Meeting must still use Envelopes #1 and #2, and Envelope #2 must be filled out, sealed and signed. Failure to use the two envelope system at the Membership Meeting may lead to invalidation of the Secret Ballot cast at the Membership Meeting and shall prevent the Secret Ballot from being counted at any adjourned date if the Membership Meeting is adjourned for lack of a quorum.

8. Registration of Proxies/Determination of Quorum

- a. If a Member brings proxies to the Membership Meeting, the Inspector(s) will review and make all necessary determinations regarding those proxies, including the validity of those proxies. The Inspector(s) may, but are not required to, observe and verify that ballots are marked by the proxy holder in the manner instructed by the proxy giver.
- b. The Inspector(s) will determine prior to or at the Membership Meeting, based upon the count of the number of Members voting in person, by proxy, or by a mailed or delivered Secret Ballot as shown on the registration list, that quorum has been obtained.
- c. The quorum at a Meeting of Members consists of Members, who are present in person, or by proxy, entitled to cast a majority of the total voting power. (Bylaws, at Article II, Section 3). A majority of Members present, whether or not a quorum is met, may adjourn a Membership Meeting. At an adjourned Membership Meeting, quorum consists of Members who are present, either in person or by proxy, holding 25% of the voting power. An Adjourned Membership Meeting must be held not less than five (5) days nor more than 30 days from the time the original meeting was called. (Bylaws, at Article III, Section 6).
- d. If a Member has cast a Secret Ballot by mail or delivery which is received by the Inspector(s) prior to the Inspector(s)' receipt of a Secret Ballot cast by the Member's proxy holder, the Member's Secret Ballot will supersede and control over any proxy submitted or any Secret Ballot later cast by the Member's proxy holder. A Member may revoke his/her proxy by casting a Secret Ballot by mail or delivery to the Inspector(s) or as otherwise provided in Corporations Code Section 7613, provided such revocation is completed prior to the Inspector(s) receipt of a Secret Ballot from the proxy holder and in advance of each meeting.
- e. Upon determination that a quorum has been obtained and after a motion has been made to close registration, cease balloting and close the polls, the Inspector(s) may close registration and the polls.
- f. The Association has 16 Units/residences.

9. Adjourned for Lack of Quorum

- a. At an adjourned Membership Meeting, quorum consists of Members who are present, either in person or by proxy, holding 25% of the voting power. An Adjourned Membership Meeting must be held not less than five (5) days nor more than 30 days from the time the original meeting was called. (Bylaws, at Article III, Section 6).
- b. Any Secret Ballots which are cast in person at the Membership Meeting and put directly into the ballot box without both Envelopes #1 and #2 for that Membership Meeting will not be counted at or used for any adjourned Membership Meeting. Secret Ballots which are put directly into the ballot box or received by the Inspector(s) in properly completed, sealed in both Envelopes #1 and #2 will be valid for adjourned Membership Meetings
- c. The Secret Ballots will be counted during duly noticed Board or Membership Meetings. The Inspector(s) may request that any meeting be recessed to allow the Inspector(s) to complete the counting and tabulation of the Secret Ballots at another time. Notice of the recessed meeting will be given to all Members and candidates of the location, dates and times when the counting and tabulation will be performed. The Inspector(s) will continue to maintain custody of all Secret Ballots until the counting and tabulation is complete.

10. Observation/Custody of Secret Ballots, Etc.

- a. Any candidate or other Member of the Association may witness the opening of sealed Secret Ballots, proxies (if any), and the counting and the tabulation of the votes. (See Rule 14 regarding witness conduct.)
- b. No person, including any Member of the Association, any employee or manager, may open or otherwise review any Secret Ballot prior to the time and place at which the Secret Ballots are counted and tabulated by the Inspector(s).
- c. The Inspector(s) shall turn over custody of the election envelopes and Secret Ballots to the Association's managing agent who will maintain custody and storage of the election envelopes and Secret Ballots for at least twelve (12) months.

11. Consultation With Association Counsel

The Inspector(s) will have the authority to confer with Association legal counsel in advance of or at the meeting. Legal counsel represents the Association and does not represent the Members, candidates, Inspector(s), Board members, management or any other individual. By the adoption of these rules, Association legal counsel has been authorized by the Board of Directors to provide advice to and to waive the attorney-client confidential communication privilege as determined necessary or prudent by the attorney to inform and advise the Inspector(s) regarding issues related to the Inspector(s)

performance of their duties for the Association. The Inspector(s) may confer with Association legal counsel outside the presence of the Members.

12. Close of Registration/Polls

Once registration for the polls has been closed, if a quorum is present, the Membership Meeting may proceed with the agenda for the meeting.

13. Tabulation, Counting, Inspectors' Conduct, Etc.

- a. The Inspector(s) may open the sealed Envelopes and begin the count and tabulation of the ballots at any time at any duly noticed Membership Meeting or Board meeting.
- b. All votes shall be counted and tabulated by the Inspector(s) of election in public, at a properly noticed open meeting of the Board or of the Members.
- c. If the Inspector(s) open both of the Envelopes and determine that there is no Secret Ballot in both Envelopes, then the Inspector(s) will so indicate on the registration list next to that owner's name that no Secret Ballot was received. If a Member then attends the Annual Meeting, they will be given a Secret Ballot. Empty Envelopes may not be counted towards a quorum.
- d. Members and candidates may witness the counting and tabulation from a distance of no less than six (6) feet from any Inspector.
- e. The Inspector(s) will not provide Members or candidates with information, will not answer questions, or engage in discussion, and will not provide any interim counts or tabulations. Inspectors will only provide the Members, candidates or Directors with a final count and tabulation.
- f. Members and candidates may not communicate with the Inspector(s) during the inspection, opening, counting or tabulation process.
- g. Any witness or observer may be ejected or removed by the Inspector(s) for any disruptive, noisy, or rude behavior.
- h. Any Secret Ballot must be legible and clearly marked. If the Secret Ballot is marked to cast more votes than the maximum number of votes for that election, no votes will be counted, and the Secret Ballot will be used for quorum purposes only.
- i. If a Secret Ballot is signed or other identification is written on the Secret Ballot by the owner, the Inspector(s) may determine to count the Secret Ballot. However, the Association will not protect the owner's privacy and will not be responsible for redacting that information in the event a recount or review of the Secret Ballots is requested.

- j. Inspector(s) will certify the results of the Membership election by completing a written report of the Inspector(s).

14. After Tabulation

- a. Results of the election shall be announced and be promptly reported to the Board of Directors and the tabulated results recorded in the minutes of the next meeting of the Board. The Inspector(s) may also determine whether the tabulated results will be announced at the meeting.
- b. Results shall be available for review by all Members after the certification of the Membership Meeting by the Inspector(s).
- c. Tie Votes: The vote to break a tie shall be taken at the same meeting where the tie was determined. Secret Ballots/Envelopes will be distributed to the Members present and to any proxy holders of valid proxies at the meeting. Said vote shall be conducted in accordance with the procedures herein, to the extent applicable to a run-off vote. No previously cast ballots or proxies will be used at the meeting to break the tie as provided herein.
- d. Within fifteen (15) days of the election, the Board shall publicize the tabulated results of the election in a communication directed to all the Members.
- e. The Secret Ballots and the envelopes, along with the registration list, will be stored by the Association in a secure place for no less than five (5) years after the date of the election.
- f. In the event of an election challenge and upon receipt of a written request from a Member, the Association will make the Secret Ballots available for inspection and review by Association members or their authorized representatives. In order to protect the security of the Secret Ballots, one or more Association representatives must be present during such review. The Association will not make proxies available for review or inspection.
- g. Any recount shall be conducted in a manner that shall preserve the confidentiality of the vote. However, the Association will not be responsible for redacting or otherwise protecting any identification/other information which is written on a Secret Ballot by a Member.

15. Access to Association Facilities and Communications/Use of Association Funds

- a. If any candidate or Member advocating a point of view is provided access to any Association media, including newsletters, Internet web sites, or other Association publications during any campaign, for purposes that are reasonably related to that

election, then all candidates and Members advocating a point of view shall be provided with equal access for purposes reasonably related to that election.

- b. The Association shall not edit or redact any content from the communications of candidates and Members advocating a point of view, but will provide a statement specifying that the candidate or Member, not the Association, is responsible for that content.
- c. Access to common area meeting space will be made available to all candidates and Members advocating a point of view, for purposes reasonably related to the election, at no charge. The Association may set forth specific dates and times at which such access will occur in the Notice of the Membership Meeting.

16. California Law

California Laws may change and alter the terms and requirements of these Election Rules.

THE FOREGOING ASSOCIATION VOTING AND ELECTION RULES AND PROCEDURES WERE ADOPTED on July 22, 2014, by the Board of Directors, in a duly noticed open Board meeting following the Board's compliance with Civil Code Section 4360.

ATTESTED TO:

By: Brian Ricketts

Secretary, Brian Ricketts

Notice of Association Rules adoption was mailed to the membership within fifteen (15) days of the adoption date.

ATTESTED TO:
By: John Miller

Title, John Miller, President