

Sunland Village East Election Procedures Manual

PURPOSE

The purpose of this manual is to lay out the procedures for conducting elections in SVE (Sunland Village East). The reason for the procedures is to assure that elections produce their intended result: accurate and uncontaminated recording of the will of the householders (owners) through their votes.

To assure accurate and uncontaminated election results, voter fraud (by voters), election fraud (by election officials or other tamperers), and errors must be reduced to as close to zero as possible. Clean elections are essential, both in actuality and in appearance. In actuality because it upholds the rights of householders, and in appearance because little is gained in terms of voter confidence if voter fraud, election fraud and errors are eliminated but the perception of them remains.

WHAT ARE VOTER FRAUD AND ELECTION FRAUD?

Voter fraud and election fraud are any interference with the proper processes of an election; the former by voters, and the latter by election officials or others who gain access to the ballots. Acts of voter and election fraud are used to change the outcome of an election to other than what it would be if every legitimate vote cast had been properly recorded and no illegitimate votes were counted.

Voter fraud and election fraud can occur in many forms. The newest, easiest, and the most difficult election fraud to police is related to electronic voting, which SVE currently avoids by using manual ballots. The relevant forms of voter and election fraud for a community such as SVE are:

- Phantom voters -- Ballots cast by persons not legally entitled to vote.
- Ballot stuffing -- Extra ballots cast by or in the name of persons legally entitled to vote. Most commonly ballot stuffing occurs in the name of persons entitled to vote who elected not to vote, and their ballot(s) are misappropriated by others.
- Ballot stealing -- Election officials or unauthorized persons stealing and destroying ballots either while the ballots are still in their return envelopes or afterwards.
- Ballot invalidation -- Election officials adding marks to a ballot so it exceeds the maximum votes allowed, thus invalidating the ballot.
- Undercounting and overcounting -- Election officials intentionally undercounting or overcounting votes.

Election *errors* are any *unintentional* mis-recording of votes, including but not limited to undercounting and overcounting. Errors do not carry the same social stigma as intentional fraud, but they do carry the same result -- a mis-recording of votes; and for this reason they must be minimized.

A basic principle of election process is the audit trail. Each step is verified by more than one person. The numbers of ballots and ballot envelopes must be recorded, and accounted for. The fate of all ballots must be recorded -- as voted, not voted, or invalidated. Another basic principle is independent verification. Independent observers are a critical part of the procedures, so the affirmations of the Election Committee are supported by independent witnesses.

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MANDATORY ELECTION PROCEDURES FOR SUNLAND VILLAGE EAST

The procedures laid out in this manual are designed to minimize voter fraud, election fraud, and errors, and are the **official** procedures to be adhered to in all Sunland Village East elections -- both general and special. Failure to follow these procedures can be cause for invalidation of an election if the failures are deemed significant enough, in the eyes of the HOA Board or in the eyes of the State (which has specific laws in place regulating election process in all Arizona retirement communities, including SVE). In the history of all voting, far more election fraud occurs than voter fraud. For this reason Election Officers *must* adhere to the procedures laid out in this manual.

The first principle of a democratic election process is that it must be free from interference of the governing body. If this is not the case, then the election process is susceptible to a different form of election fraud -- *control of whom may seek and hold office*. (This form of election fraud has occurred in SVE.) Elections are a process belonging to the people, not to the governing body. The governing body is responsible to initiate the election process; but must, thereafter, cede control of the process to the Election Committee. This means that the actions of the Election Committee are not subject to approval by the Board so long as the Election Committee is adhering to the Governing Documents and this Election Procedures Manual. The loss of control is not total, however; if the Election Committee violates the Governing Documents or this Election Procedures Manual, then the governing body has an obligation to intervene.

Authorization and Initiation of the Election Process:

1. At sufficient time before a special election or a general election, the SVE HOA Board shall appoint an Election Chairperson. The Chairperson of the Election Committee is the Election Manager. The Election Manager shall select and recruit no less than two (2) and no more than three (3) Members in Good Standing to constitute the Election Committee. The Election Manager shall also recruit volunteers for specific election tasks. These volunteers are not members of the Election Committee, per se, but they are deputized as volunteer Election Officers for their specific tasks.
2. At that same time as item 1, the Board shall direct the SVE Manager to review and assemble a current list of homeowners -- which must total to the 2,437 residences in SVE -- and submit that list in digital format in an Excel file to the new Election Manager within the next month. The list shall contain names, addresses of record, and lot numbers.

Verification of the List of Members in Good Standing:

3. The Election Manager shall verify the integrity of the list and resolve any issues with the SVE Manager.
4. At the same time as item 1, the Board shall also direct the SVE Manager to assemble a list of homeowners in violation of Bylaws who are thereby ineligible to vote, and deliver that list to the Election Manager at the same time as the list of current homeowners. They shall also direct the SVE Manager to immediately advise the Election Manager of any residents who become reeligible and(or) others who become ineligible.
5. Because changes will occur in homeowners and in mailing addresses between the time items 2 and 3 are delivered and the time of voting, the SVE Manager shall provide changes as they occur until ballots are mailed out -- to correct any changes in homeowners or addresses and any changes in voting eligibility status. New residents who take possession after ballots have

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been mailed must contact the Election Manager for a provisional ballot. Their provisional ballot will be counted unless the seller has already voted.

6. To allow the Election Manager to promptly respond to changing ownerships, the SVE Manager shall promptly provide to the Election Manager a change notice every time a property changes ownership during the election cycle. The change notices must show the full names of the old residents, the property address and lot number, and the full names and mailing address of record for the new residents. The Election Manager will provide a form to the SVE Manager to be filled out for each reporting (Attachment 1).

Preparation of Mailing Labels, Envelopes, Election Books, and Other Election Materials:

7. The Elections Manager shall direct one member of the Elections Committee to be his/her Technical Assistant for Database Management. This member shall interface with the SVE Manager and his/her assignee to obtain current householder addresses of record for all 2,437 householders in digital format. These data will be entered into a spreadsheet or database for use by the Election Committee in preparing the mailing labels and election books used in the election process. This step is necessary only because the TOPS database management system currently in use in SVE will not produce mailing labels with the needed unique numbers. Should such a capability ever be added to TOPS, then the SVE Manager should provide the needed mailing labels and election books. This is not a privacy issue, because the Election Committee receives no more data than necessary and mandated by law to assure that every householder will receive the ballots to which they are entitled. The Election Committee receives names, mailing addresses of record, and lot numbers, and may in the future receive unique number ids as well.
8. The Technical Assistant for Database Management shall format, validate, and print 2,437 mailing labels, each with a unique identifying number and the residential lot number above each householder's name. At the same time, he/she shall also prepare unique number labels for the ballot envelopes. He/she shall also prepare the master copy used to create the Elections Register books (that are used for ballot envelope accounting and are signed by householders when they return ballot envelopes in person).
9. Election Register books shall be prepared from the master copy, and divided into six alphabetical sections (A-C; D-G; H-K; L-O; P-S; and T-Z). (The Master Copy is to be provided by the Technical Assistant for Database Management.) The Election Register books shall contain the alphabetized listing of all 2,437 residence owners, their residence address, and a space for their signature. Lot numbers may be added, if desired, to aid in identifying ballot envelopes to residences in the ballot accountability process. (See Attachment 3 for an example page.)
10. The Election Manager shall meet with the members of the Election Committee, and shall provide each a copy of this procedure manual, explain the steps that will occur in the election process; and shall train all new workers for their positions of responsibility.
11. The cover letter that goes in the election packet shall be prepared by the Board President, and shall itemize the materials within the packet. The Election Manager shall include voting instructions with this cover letter.
12. The Election Manager shall, with the help of the SVE Manager or his/her designee, assemble the following materials used for the election (this list is not intended to be restrictive; it is intended to be instructive so that nothing is forgotten):

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- About 2,500 "election packet" mailing envelopes (size #10 or larger, as needed) for mailing ballot and related materials to all householders. Exactly 2,437 mailing envelopes are needed, but the extras will be kept for backup in case any envelopes are destroyed.
- Address labels for each of the 2,437 residence owners, including a unique number on the top line of each label. (Provided by the Technical Assistant for Database Management.) These address labels shall be alphabetized by owners last name and first name. The unique numbers shall total 2,437, so every envelope can be uniquely identified and tied to a unique numbers on the ballot envelope stuffed into it. To avoid associating a specific unique number to a specific name, the numbers will not be sequential, from 1 to 2,437, on the "A" to "Z" alphabetized mailing labels.
- Unique number labels for the #9 (or smaller) ballot envelopes, totaling 2,437, and numbered from 1 to 2437, printed on return-address size labels (1/2" x 1 3/4") or smaller. (From the Technical Assistant for Database Management)
- About 2,500 #9 or smaller envelopes to be used as ballot-return envelopes. These envelopes shall be preprinted with the PO Box number used for ballot returns. The back of each ballot envelope is to contain a signature box which includes the statement that ballots *will not be counted* without a proper signature. The printed statement is provided in Attachment 2.
- Each ballot envelope shall also have a unique number label affixed to the backside. The unique numbers will total 2,437, so every envelope is uniquely identified to prevent ballot stuffing and to assure full ballot accountability. Each ballot envelope's unique number must match the unique number on the address labels of the #10 envelope into which that ballot envelope is stuffed.
- Other materials (such as, but not limited to cover letter, biographies of candidates, and annual assessment notices) from the SVE Manager that are to go out in the same mailing with the election notice and ballots.
- The written formatting and content of the ballots as prepared by the Election Manager.
- Copy-proof paper sufficient for printing all of the ballots.
- 4,932 ballots (822 pages at 6 ballots per page) printed on the copy-proof paper. Two Election Officers shall be present for the printing if done in the SVE Office, and shall certify in writing that exactly 4,932 ballots have been retained for the election (58 extras). If sent out to a printer, the printer's bill is certification of the number. From here on, all ballots must be under a chain of custody, and must be accounted for at the end of the election.
- Purchase stamps sufficient for all U.S. mailing (not including Canadian mailings); which number is 2,437 minus the number of ineligible, minus the number of Canadian mailings. (This exact number of stamps will be handed out to the franking volunteers, and must match the number of envelopes at the end.) Mailing to Canada will be done using the franking machine in the Association Office.

Preparation, Verification, Franking, and Mailing of the Election Packets:

13. The Election Manager shall direct the Election Officers in assembling all 2,437 election packets, consisting of the #10 (or larger if needed) mailing envelope, the ballot envelope with 2 ballots therein, the unique number affixed, and all ancillary information included. The packets shall have mailing labels affixed to them, and shall be franked, sealed, and ready to mail at the appropriate date. Packets are assembled in lots of 25 envelopes and 50 ballots.

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Two ballots to each ballot envelope, and a verification for every packet of 25. At the end of all packet assembly, before envelopes are sealed, the totals must match: 2,437 packets and 4,874 ballots utilized. When the match is verified, the envelopes shall be sealed.

14. The day that the election envelopes are to be mailed, the Election Manager will assemble a staff of Election Officers and one or two volunteer observers. The staff will, in the presence of the observers, re-count the election envelopes, verifying that the number totals to 2,437 less the number of householders disqualified from voting. (The suggested way to recount is to weigh groups of 25 envelopes to verify that their count is correct. Because 25 envelopes weigh the same within 3 grams, and a single envelope weighs over 13 grams, it is possible to verify 25 envelopes with certainty by weight alone.) The Election Manager shall have the observers sign off that they indeed observed and concur on the number of election envelopes accounted for. One or two volunteers will accompany the Election Manager or designated Election Officer with the franked envelopes to the Post Office to observe and sign off on the fact that all the franked envelopes were mailed.
15. Ballots must be mailed a minimum of 30 days prior to the election date (as mandated by Arizona State law), but 40 days should be allowed if at all possible.

Polling Place, Dates, Times, and Polling Procedures:

16. The Election Manager shall reserve the main auditorium for the morning of the Annual Business Meeting for ballot-envelope validation and counting of votes. For Special Elections, the Election Manager will decide the date for counting the votes, and will reserve the main auditorium for that purpose.
17. The ballot envelopes, used for returning ballots, are preaddressed to a Post Office Box reserved for that purpose. During the election cycle, any and every opening of that Post Office Box must be done by either the Election Manager or a designated Election Officer, and there must be one other witness. Election Officers shall promptly record receipt of these ballot envelopes in the Election Registry books, dated, and initialed in the books. Then, they are to attach a validation sticker after verifying that the envelope has been signed. The envelopes shall then be taken to the ballot box and inserted there without delay.
18. The ballot box shall be locked with four new padlocks each election. Two of the locks are to be keyed alike, and two are to be keyed differently. The Election Manager retains one key for the "keyed alike" locks, for unlocking the ballot slot each day that ballots are received. The two other locks are affixed to the hasps that seal the ballot box, and their keys are destroyed so the locks can only be removed using bolt cutters. The ballot box remains locked (sealed) and unopened (except for the ballot slot) for the duration of the election cycle -- until the time that the ballots are counted.
19. Hand-delivered returning ballot envelopes may be accepted for one, a few, or several days, as determined by the Election Committee, and as published in the SVE Outlook, posted on the bulletin board, and emailed to residents who have signed up to receive SVE email. Hand delivered ballot envelopes will be accepted ONLY at the location and times specified by the Election Committee -- usually in the Saguaro Room or other North Campus room (but not the SVE Office). At least two Election Officers shall be present at all times when the room is unlocked, and shall assure that the voter signs the Election Registry book and that there is a signature on every ballot envelope. The reviewing Officer shall affix a colored sticker on the ballot envelope, on the signature side, signifying that the envelope has been validated. The Officer attending the ballot box shall assure that the sticker is on the ballot envelope before the voter deposits it in the ballot box. The Officers shall also record the total number of

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envelopes deposited in the ballot box that day so that the Election Manager has a good idea of the number of ballots returning.

20. When unsigned ballot envelopes are received by mail, or by walk-ins who refuse to sign, a large fluorescent sticker will be affixed on the signature side, and these ballots shall also be added to the ballot box, but they will not be validated.
21. HOA office volunteers and staff are to be briefed that they *must not* accept ballot envelopes - - because this will cause them to be invalidated. No ballot envelopes *hand delivered* to the SVE HOA office shall be validated. No ballot envelopes *mailed* to the SVE HOA office shall be validated. No mailed in ballot envelopes shall be validated if they lack a signature and a unique number. All these violations invalidate the ballot envelopes and all ballots therein.
22. The public policy shall be that voters are to *personally* return their own ballot envelopes if they chose not to mail them back, so that the Election Committee has the voter's signature validating (and proving for audit purposes) from whom the ballot envelope came. However, because we cannot break the habit of friends bringing in their neighbor's ballot envelopes -- and because we do not want to anger voters into not voting -- we will accept ballot envelopes brought in by friends under the following two provisions:
 - a) Provided that the friend bringing in the ballot envelope will sign the election registry in their neighbor's stead (using their own signature), so we maintain a record of who brought in the ballot envelope. In this way, if any election challenge is raised, the verifiers can go to the person whose ballot was presented by their neighbor and can verify that the neighbor had permission to do so.
 - b) In no case will an *unsigned* ballot envelope *brought in by someone other than its rightful owner* be accepted. *No signature on behalf of another person is allowed on the ballot envelopes; not even if that person has power of attorney.*
23. All persons hand delivering ballot envelopes must sign the Election Registry book, or their ballot envelope will not be accepted.
24. If a ballot envelope is brought to the voting room unsealed, it shall be sealed by the voter before it is placed in the ballot box, to refute any possible accusation that it was opened by someone else after deposition.
25. If a ballot envelope is brought to the voting room with the top, bottom, or side cut open and resealed, the voter shall initial the resealed portion, to affirm that they sealed it, to refute any possible accusation that it was opened by someone else after deposition.
26. If a ballot envelope has a return address label affixed to it, whether returned in person or by mail, that label shall be blacked out and/or covered over with a blank mailing label so that the front of the ballot envelope does not contain any personal identification.
27. There will always be election packets returned undelivered by the U.S. Postal Service. Diligent effort shall be made by Election Officers to get these packets to the proper address. It is not sufficient to simply ignore these packets.
28. If a householder mismarks a ballot, and needs a fresh one, the Election Manager shall provide them a new one only if they turn in the mismarked ballot. The householder will be instructed to mark every option on the mismarked ballot, so the Election Manager cannot learn how they voted, even though it was a mistake. The mismarked ballot will be retained as one of the 58 extras to be accounted for at the end of the election cycle, and shall be marked as to who turned it in so it can be verified with that householder in any case of election protest.

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29. If an election packet is lost in the mail, a householder may contact the Election Manager and request a Provisional Ballot. A phone call is sufficient to start the process, but the householder must request a Provisional Ballot in writing so there is a record of the request. An email is sufficient, but a letter or post card will also work. The Election Manager will then send out a Provisional Ballot, provided that the Election Registry does not show a validated ballot envelope has been returned, warning the householder that if both election envelopes are returned, it will be apparent, and only the first one received will be validated.

Allowing Voters to Review the Fate of Their Ballots:

30. The Technical Assistant for Database Management shall be responsible for tabulating, for public display, the "disposition" of every returned and non-returned *ballot envelope*. The disposition codes are V = voted; I = invalidated [usually because of no signature]; or N = did not vote. The use of this data set is described in the next item.
31. The unique identifiers on every returning envelope allow Election Officers to identify the ballot envelopes that are invalidated and why. From this data set, a "disposition" table will be made to show the voters if their ballots were invalidated and why. Because the numbers are unique, and known only to the individual owning that number, no other voters will know their results. Hopefully voters who see that their votes were not counted will not make the same mistakes again, and the transparency (and certainty) of the process will help prevent future invalidations. (See one page of an example chart; Attachment 4.) The unique numbers shall be used for ballot-envelope validation, but not to identify how a householder voted (volunteer observers will assure that the numbers are used solely for ballot validation). For residents who are away from SVE during an election, the results can be viewed on the SVE HOA website.
32. The tabulations from the preceding item shall be posted on the SVE HOA website as a pdf file until the next election. Because each householder is the only one who knows their unique id, they can find their unique id on the posted tabulation and assure themselves that their vote counted, or if not, they then can speak with an election officer to learn why not.

Ballot counting procedures:

33. The week before the counting of ballots the Election Manager will already have a good idea of the number of ballot envelopes returned or returning, from the daily tabulations by Election Officers, and will know the number of volunteers needed to do the ballot counting, and will gain commitments from this number of volunteers.
34. Volunteers will be asked to arrive 30 to 40 minutes early -- so they can get their name tags, and prepare for the counting. Early arrival will assure the Election Manager that sufficient volunteers turned out.
35. Volunteers will be seated four to a table at numbered tables. The four seating locations are labeled as to table number and seating location A, B, C, and D.
36. Just before the vote count commences, the doors to the auditorium shall be locked.
37. The two locks sealing the ballot box shall be cut off in the presence of volunteer observers and the Election Committee.
38. All ballot envelopes shall be dumped onto one big table, and the ballot box shall be verified to be empty.
39. All the envelopes are next checked for signatures. Any unsigned envelopes are set aside, unopened, as invalidated, and are given to the Election Manager for audit purposes.

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40. Either Election Officers or volunteers will be used to slit open the ballot envelopes. These "cutters" will quickly slit every envelope without taking out the ballots. This process is very fast.
41. The slit envelopes are stacked face up and checked once again for signatures. If they come upon an unsigned envelope, it is set aside for the Election Manager.
42. Then the envelopes are picked up in stacks and turned face down so that when the ballots are removed no ballot can be associated with the name on the envelope. If any return address labels were not blacked out or labeled over, that must be done before the ballot envelopes are processed further.
43. Once all the slit envelopes are face down, Election Officers or volunteers shall "pull the ballots" out of the slit envelopes without turning the envelopes over. These "pullers" are to be instructed that if perchance they come across an envelope with a signature facing up, they must NOT remove the ballot from that envelope. They must turn that envelope signature down, and pass it to the person beside them -- who does not know who the envelope is from.
44. Ballots are dropped into one container, and empty ballot envelopes into another. Another container shall be available for any assessment checks returned in the ballot envelopes. At another table volunteers shall also recheck the empty envelopes to assure that all ballots and other paperwork are indeed out of the envelopes. Then, the double checked envelopes are retained for archival.
45. Ballots copied on a copy machine or otherwise counterfeited shall be automatically invalidated.
46. Election Officers shall take the container of ballots to another table and shall place them in roughly even numbers in stacks for tallying.
47. The Election Manager re-instructs the "counter" volunteers in counting procedures, forms, and markings, to assure that this is fresh in their minds (see Attachments **x, y, z**).
48. Election Officers deliver ballot stacks to each of the four stations (A, B, C, or D) at each table, and each stack never leaves the table and station to which it was first assigned. The volunteers at each table perform the first count of the stack at their station.
49. For a general election, if a counter accidentally tallies an incorrect vote, they must call the Election Manager or Assistant, who will black out that mark and initial at the bottom of the tally sheet.
50. For a special election, if a counter accidentally marks a "yes" when the ballot said "no," or vice versa, then they are to put that ballot back onto the "uncounted ballots" stack, and search down into that same stack until you find a ballot with the same answer as they marked, and that ballot is then placed on the counted stack to make the accidental mark a legitimate one.
51. If the face of a ballot is defaced it requires special attention. Too many selections (such as both "yes" and "no"; or too many candidates selected) invalidates the ballot. Any extraneous notes or marks on the face of the ballot do not invalidate the vote *if it is absolutely clear what the intended vote is*. If the extraneous marks make the vote unclear, it is to be given to the Election Manager to determine whether it is to be validated or invalidated.
52. When the first count is complete, Election Officers will collect the four tabulation sheets from each table, and verify that each sheet is labeled as to the counter's name and station (table and seat), and the four sheets are stapled together and delivered to the four "tabulators" situated on the Auditorium Stage.

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53. Next, the "counters" rotate to the next table, and take a station (seat) other than the one they occupied at their original table. The ballots at that table are counted a second time, by the new "counters," and the tabulations are processed as before.
54. Yet a third time, the "counters" rotate to the next table, and take a seat other than the two they occupied before. The ballots are counted a third time, by the third set of "counters" and their tabulations are processed as before.
55. The "tabulators" sum and record the counts by all three sets of "counters" and if they encounter a significant count discrepancy between the three counts, they call for a fourth count of that stack of ballots. The "tabulators" tally sheets are retained as proof of ballot counts, and are open to examination in the case of an election protest.
56. The "tabulators" generate one summary tally sheet and deliver it to the Election Manager. The Election Manager makes copies of this tally sheet for archival, for the HOA Board, and for any other need.
57. A Tabulation of Election Results shall be prepared by the Election Manager and presented to the HOA Board at the meeting following the election, to include the following:
 - Total number of ballots mailed.
 - Total number of ballots cast.
 - Total percentage of householders who voted.
 - Tabulation of voting results.
 - Posting time and posting date.See Attachment 5 for an example.

Archival:

58. After all ballots are counted, the Election Manager shall oversee archiving of the election documents. All pertinent election documents proving chain of custody plus the ballot tabulations shall be locked in the ballot box and retained for a minimum of 30 days in case of an election protest. Sometime after the 30 days, the retained materials shall be shredded by the Election Manager and the SVE Manager.

Thanking All Involved:

59. The Election Manager shall prepare thank you letters to the Election Committee members and to all the Election Officers for the HOA Board to sign and send.

last updated: 11/13/2012

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ATTACHMENTS

Attachment 1. Form for reporting changes in ownership and changes in address-of-record (a single page report).

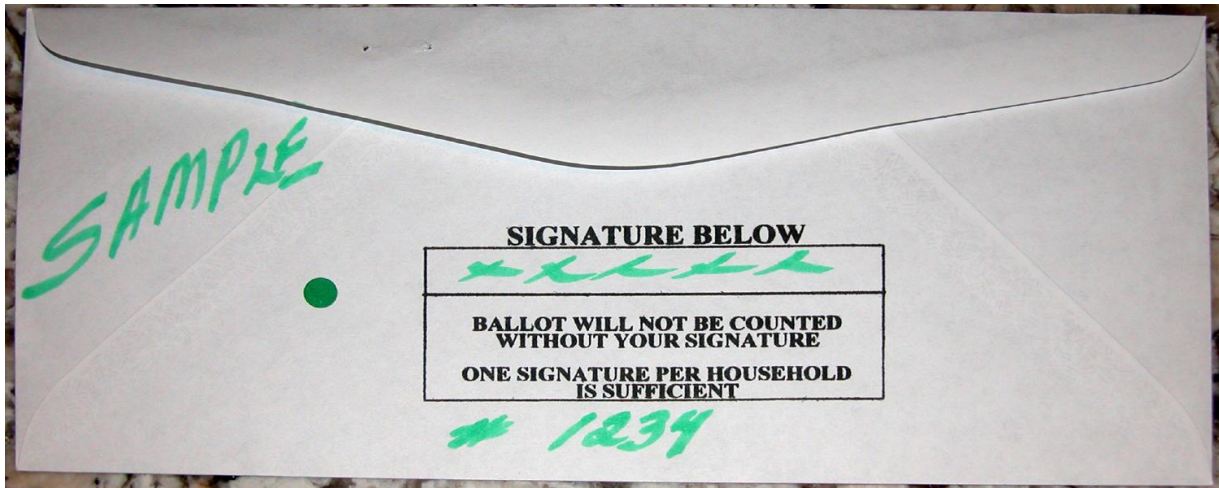
CHANGES IN OWNERSHIP FROM 05/01/2012 TO 05/31/2012

<u>Former Owner</u>	<u>Lot #</u>	<u>New Owner</u>	<u>New Owner's Address of Record</u>
Harvey Posterboy	003402	Patrice Newby	1205 N Hazelwood, Penticton, BC CN 3Y4 A2Z

CHANGES IN ADDRESS OF RECORD FROM 08/01/2012 TO 08/30/2012

<u>Owner</u>	<u>Lot #</u>	<u>Old AOR</u>	<u>New AOR</u>
Patrice Newby	003402	1205 N Hazelwood, Penticton, BC CN 3Y4 A2Z	8022 E Keats Ave Mesa, AZ 85209

Attachment 2. The back side of the ballot envelopes.



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Attachment 3. Example of an Election Book page.

SVE VOTER LIST -- 2012						
No.	Last Name	Full Name	Address	City	State/ Province	Signature
1267		KENNETH E ANDERSON	6291 117TH ST N.W.	MAPLE LAKE	MN55338	
1268		JIM F. & YVONNE H. ANDERSON	209 ROYAL CREST VIEW NW	CALGARY	ABCNT3G 5W4	
1269		JIM & YVONNE ANDERSON	209 ROYAL CREST VIEW NW	CALGARY	ABCNT3G 5W4	
1270	ANDEWEG	LOGAN & JENNETTE ANDEWEG	1008 EDGEWATER DRIVE	PELLA	IA 50219	
1271	ANDRES	PATRICIA A. ANDRES	7847 E NEVILLE AVE	MESA	AZ85209	
1272	ANDREWS	IRENE A ANDREWS	8130 E NEVILLE AVE	MESA	AZ85209	
1273	ANEY	BEATRICE E ANEY	7951 E NARANJA AVE	MESA	AZ85209	
1274	ANGSTMAN	LINDA L. ANGSTMAN	13889 240th STREET	DUMONT	IA 50625	
1275	ANSELL	HAROLD & LINDA ANSELL	2424 S ACANTHUS	Mesa	AZ85209	
1276	ARCAS	STEVE & TERRI ARCAS	2626 E ENCINAS STREET	GILBERT	AZ85234	
1277	ARCH	RAMONA R. ARCH	P. O. BOX 1577	LAKE GEORGE	MN56438 1577	
1278	ARGANBRIGHT	JAMES & MARCIA ARGANBRIGHT	P.O. BOX 2803	HILLSBORO	OR 97123	

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The actual pages are 8 1/2" x 11" printed in landscape mode.

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Attachment 4. One "page" of the "disposition" chart.

CHECK YOUR VOTING NUMBER TO SEE IF YOUR VOTES WERE RECORDED

(CODES: V = voted; N = did not vote; I = invalidated)

<u>#</u>	<u>Code</u>	<u>#</u>	<u>Code</u>	<u>#</u>	<u>Code</u>	<u>#</u>	<u>Code</u>	<u>#</u>	<u>Code</u>
1	N	46	N	91	V	136	N	181	N
2	V	47	V	92	V	137	V	182	V
3	I	48	N	93	V	138	V	183	V
4	N	49	V	94	V	139	V	184	V
5	V	50	N	95	V	140	V	185	N
6	N	51	V	96	V	141	V	186	V
7	N	52	V	97	V	142	V	187	V
8	V	53	N	98	V	143	V	188	N
9	N	54	V	99	V	144	N	189	N
10	V	55	V	100	V	145	V	190	V
11	V	56	V	101	V	146	V	191	N
12	V	57	V	102	V	147	N	192	V
13	V	58	V	103	V	148	V	193	N
14	V	59	V	104	V	149	V	194	N
15	V	60	V	105	V	150	N	195	V
16	V	61	V	106	V	151	V	196	V
17	V	62	N	107	V	152	N	197	V
18	V	63	I	108	V	153	V	198	V
19	I	64	V	109	N	154	V	199	V
20	N	65	V	110	V	155	V	200	V
21	V	66	B	111	V	156	N	201	N
22	N	67	V	112	V	157	N	202	V
23	V	68	N	113	N	158	N	203	N
24	V	69	V	114	V	159	V	204	V
25	V	70	N	115	V	160	V	205	V
26	V	71	V	116	V	161	V	206	V
27	V	72	V	117	N	162	V	207	N
28	V	73	V	118	V	163	V	208	V
29	V	74	V	119	N	164	V	209	V
30	V	75	V	120	V	165	V	210	V
31	V	76	V	121	V	166	V	211	V
32	V	77	V	122	V	167	V	212	N
33	V	78	N	123	V	168	V	213	V
34	V	79	V	124	N	169	V	214	V
35	N	80	V	125	V	170	V	215	V
36	V	81	V	126	V	171	V	216	V
37	V	82	N	127	V	172	N	217	V
38	V	83	V	128	V	173	V	218	V
39	V	84	V	129	V	174	V	219	I
40	N	85	N	130	V	175	V	220	N
41	N	86	V	131	V	176	V	221	I
42	V	87	V	132	N	177	N	222	N
43	V	88	N	133	V	178	V	223	V
44	V	89	V	134	V	179	V	224	V
45	V	90	N	135	N	180	V	225	V

VOTING NUMBERS ON THIS PAGE --

With 276 status reports per 8 1/2" x 11" page, it will take 9 pages to show all 2,437 reports. These 9 pages can be displayed on a chartboard 4 pages wide by 3 pages deep, with two pages

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left for discussing the results and displaying the final tally. The chartboard are only 34" wide by 33" tall. At their discretion, the Election Committee can display several of these chartboards so residents can examine them without all crowding around one lone chartboard, or they can create several copies of the single pages. They will also be displayed on the SVE-HOA website in a pdf file.

Attachment 5. Example tabulation of special-election results.

SVE PROPOSED PHYSICAL FITNESS CENTER October 4,2012

TOTAL BALLOTS MAILED _____

TOTAL BALLOTS CAST _____ PERCENTAGE _____

TOTAL "YES" VOTES _____

TOTAL "NO" VOTES _____

POSTING TIME _____

POSTING DATE _____

THANK YOU FOR VOTING

The tabulation for election of Directors is very similar, substituting the several candidate names and tallies for each name for the TOTAL "YES" VOTES and TOTAL "NO" VOTES.