

Redondo Village, Inc. Homeowners Association

RULES AND REGULATIONS

(Approved 8/28/07)

Welcome to Redondo Village. We, the Board of Directors, hope that you enjoy living here. The Community is comprised of individual residences enjoying the many advantages of community living in a quality environment. By sharing expenses we are able to enjoy landscape services and exterior maintenance at a lower cost than a single-family home. In exchange for these benefits, and because we live closely together, we must adjust our activities in consideration of our neighbors. As a member of the Community, we hope you will appreciate our efforts and help us maintain the Community by abiding by the Association Rules & Regulations and the governing documents (CC&Rs and Bylaws).

Please take the time to review these documents. Your familiarity with them will help alleviate any possible misunderstandings that might arise concerning life at Redondo Village. The Board of Directors may change, delete or add to any or all of the Association Rules & Regulations herein stated at any time with due notice to the homeowners. Should conflicts occur, the Association's CC&Rs take precedence over any of the Rules & Regulations.

It is the responsibility of every homeowner to ensure compliance with the CC&Rs, Bylaws and these Rules & Regulations by all members of their household, guests and tenants.

Redondo Village, Inc. is governed by a Board of Directors that is made up of five homeowners who have been elected to two-year terms. The Board is responsible for setting policy at the Community, maintaining all common areas, hiring vendors and ensuring that all residents abide by the rules.

To assist in the daily running of the Community, the Board has hired a management company that reports to the Board concerning all matters at the Community. They are responsible for resolving some problems and/or answering any questions you might have.

Our current management company is: Bali Management, Inc.
25550 Hawthorne Blvd. #112
Torrance, CA 90505
(310) 373-8600, (310) 373-9990 fax

The Board meets as needed. All homeowners are entitled to attend Board meetings except for executive sessions, which are limited to members of the Board. The Board strongly encourages homeowners to attend these meetings and become informed about the affairs of the Association. The annual meeting of the Board is generally held in August for election of the new Board of Directors. All homeowners should plan to attend this meeting as many important matters are decided.

We hope this packet proves helpful. We have tried to cover the many topics that concern living at Redondo Village and provide some answers to questions that arise. Should you have further questions, please call the management company or come to a Board meeting or visit the association website at www.redondovillage.org.

Sincerely,

The Board of Directors

GENERAL RULES

1. Within 30 days of taking title, the owner shall report to the Association his or her name and the name of all other residents, the owners' residential and mailing address(es), all vehicle information, and telephone number.
2. No owner, resident or guest may regularly use any home for any commercial purpose, including the performance of a service, the storage and/or dispensing of products or merchandise for sale at Redondo Village or elsewhere, or the reception of clients or customers.
3. The common property elements may not be used for the storage of privately owned property. Any items stored in backyards must be kept below the level of the fence wall.
4. Advertising signs, billboards, etc. are not permitted. "For Rent" or "For Sale," security, political signs of an appropriate size, and non-commercial banners and/or flags may be placed at the front entrance of the home. For Sale or For Rent signs of a standard size may be placed at the entrance to the complex.
5. Open house flags, signs, etc. of reasonable size are permitted in the community, including designated common areas. Open house flags may be posted only on the day of the open house.

LEASING AND RENTING

6. Owners may lease their home to a single family for a period of not less than 1 year. The owner remains responsible for all conduct of his or her tenants and the guests thereof. All leases must be in writing and all leases must specifically be made subject to the CC&Rs, Bylaws and Rules and Regulations published by the association. Owners shall furnish their tenants with a copy of the CC&Rs and the Rules and Regulations and advise them that they are responsible for conforming to them.
7. Whenever an owner's unit is being rented, the owner must notify the Board within 30 days and provide the Association with the name, vehicle information, mailing address and telephone number of the tenants. This information is needed should an emergency arise requiring contact of the tenant. This will also allow for programming of the entry phone system at the front gate. They must agree to abide by the governing documents of the association, along with any other reasonable information the Board may request. During the period a home is rented, the tenant, as opposed to the owner, shall have the right to use the Redondo Village common areas.

PETS

8. Only domestic pets are allowed at Redondo Village. No other animals or livestock may be kept. No breeding of pets is permitted.
9. Each homeowner may have no more than 3 domestic pets.

10. Pets must be kept on a leash no more than 10 feet in length and under the direct control of a responsible person when outside their homes. Pets are not permitted to run loose unsupervised on the common areas. The owner of the home and the owner of the pet shall be responsible for all damage to persons or property caused by the pet. Should an owner fail to keep control of their pet and/or fail to keep the pet on a leash, the animal may be required to be permanently removed from the property if, following a hearing with the Board, it is determined that removal of the pet is the only option to ensure the safety of all residents of the property.

11. Residents are required to clean up promptly after their pets and ensure that animal waste does not litter the walks or the common areas or create an unsanitary, unsightly or otherwise noxious situation.

12. Pet owners are required at all times to monitor the activities of their pets so that such pets do not create a disturbance or constitute a nuisance to neighboring residents. (Constant barking or whining.)

13. Pets must be confined to individual homes and yards and must not be tied up on the common areas.

14. All owners, residents, tenants and guests shall treat pets humanely.

VEHICLES AND PARKING

15. All vehicles belonging to owners/residents of Redondo Village must display a parking decal, placed on the bottom left of the front or back window. Any resident's vehicle parked on the property without an approved parking decal is subject to towing at the owner's expense.

16. Visitors must display a visitor pass in the front windshield of their car when parked in guest parking. Passes may be obtained from the owner of the home they are visiting.

17. To preserve curb appeal and reinforce a sense of community pride, vehicles of residents shall be parked in the closed garage or on the driveway of the resident's home.

18. No street parking is allowed within the complex. The streets have been designated as Fire Lanes by the City and the Fire Department. Vehicles illegally parked on the street will be towed at the owner's expense.

19. No light vehicle work, tune-ups or oil changes may be performed other than in the owner's garage. Oil or other residue must immediately be cleaned up and disposed of off the property at an authorized disposal location. No major vehicle work may be performed anywhere at Redondo Village.

20. No vehicles may be stored at the property or parked in the common area. A vehicle may occupy common area only for loading, unloading or service purposes, and then only for the length of time required to load, unload or service, and provided that at no time shall the vehicle block or hinder other residents from the operation of their vehicle. All vehicles must have a current registration and/or license plates and must be in operating condition.

21. Guest parking is allowed in designated guest parking spots on common areas and guest parking shall in no way obstruct or hinder the ability of other residents to operate their vehicle or have ingress or egress from their property. Vehicles blocking resident's ingress or egress must be moved immediately, or the vehicle will be towed at owner's expense.

22. Motorized vehicles, scooters and bicycles are not permitted on the walkway or grass.

23. Recreation vehicles, camper, trailers, boats, large commercial vehicles and the like are not to be kept at Redondo Village except in an owner's garage.

24. A guest vehicle may be parked in the guest parking area for up to 48 hours at a time, but in no event more than 96 hours (4 days) per month. No spouse, resident or tenant of an owner shall be deemed, for purposes of this rule, to be a visitor.

25. A visitor's vehicle may be parked in the visitor parking area for an extended reasonable amount of time only with an extended parking permit. An extended parking permit must be obtained by the homeowner for the visitor's vehicle and placed in an area of the vehicle that is visible to all homeowners. A homeowner may request an extended parking permit by contacting the management company. The issuing of the parking permit will be determined based upon the reason for the visit and the duration of the visit.

26. Notwithstanding anything else to the contrary, and in addition to any applicable fine, the Association may cause any improperly parked vehicle to be towed at the expense of the owner.

27. The maximum speed limit in Redondo Village is 15 miles per hour.

TRASH

28. All trash, trash containers and recycle bins shall be stored in the garage or backyard of a home and should not be exposed to the view of neighboring homes except for 12 hours before and after trash pick-up.

29. All trash, trash containers and recycle bins should be placed at curbside and not on the common area landscaping on the designated trash pick-up day.

30. Residents wanting to throw away large items must make their own arrangements with the City of Gardena or the association's trash hauler for special or bulk trash pick-ups. Contact information may be found on the website.

GRASS AREAS AND VEGETATION

31. The Association alone controls landscaping in the complex with the exception of backyards. It is the homeowner's responsibility to keep all vegetation neatly trimmed so that it does not grow above patio walls and so that it cannot be viewed from the common area, adjoining property or the street.

32. Landscaping in front and on the side of each home is common area and is maintained by the Association. The Association will maintain the ground cover, lawns, bushes, and trees in front of each home. Areas behind each home's fence or gate are the responsibility of the homeowner. Trees and plants should be placed so as not to encroach neighboring lots, sidewalks, streets or street signs.

33. Residents may never alter the common area landscaping at any time. Residents may not plant vegetation in their backyards that creates additional maintenance for the Association. No olive or Ficus trees may be planted anywhere on the property.

34. Vines must not adhere to the exterior walls of your home. Vines may be attached to a trellis but must be kept trimmed to the size of the trellis. The Association retains the right to determine when a vine must be trimmed, maintained and/or removed.

PEST CONTROL

35. No owner shall permit anything or condition to exist upon any property that shall induce, breed or harbor infectious plant diseases or noxious insects. Owners shall comply with Board requests for periodic termite inspections and must exterminate any infestations found and provide proof of inspection and/or extermination.

36. Homeowners must keep their homes free of pigeon droppings by cleaning, repainting and/or using nonpoisonous, preventative control methods.

ARCHITECTURAL GUIDELINES

37. Definition of "Well-Maintained Home":

SURFACES

All surfaces should be in acceptable good condition and appearance, regardless of the age of the surface. The stucco, wood siding, doors, garages and fences should be painted if deteriorated or faded.

Wood: This includes any exterior wood on the home - siding, trim and doors. All wood surfaces should be free of excessive peeling, cracking, separation of seams and rust. The wood should not be damaged by dry rot or termites and should have a clean, painted surface. The paint should not be excessively faded or different tones at the seams.

Stucco: Free of damage, including cracks, chipped paint and mold. Owners with north-facing homes need to be even more diligent about cleaning mold stains due to greater exposure to moisture.

Garage Doors: Should be kept clean and free of rust. Garage doors should be one color only.

Roof: Not damaged or weather worn.

Raingutter: Should be kept clear of debris. Avoid painting due to peeling problems.

LANDSCAPE:

Well-trimmed. Trees and other foliage should be trimmed regularly and be kept back from the neighbor's home. It is recommended that landscaping not be allowed to grow on the surface of the home (to minimize damage from water and termites). Owners are encouraged to plant drought-tolerant landscaping. Dead or dying plants, bushes or trees should be removed and replaced as needed. Owners are not allowed to plant in the common areas of the complex.

Yard drains: All landscaping should have sufficient drainage to route water away from the home and neighboring garage. Should be kept free of debris and root intrusion.

Sprinklers: Should be checked regularly for leaks and broken sprinkler heads and repaired. Watering cycle should be adjusted during fall and winter.

FENCES: Any fence visible from the common areas of the complex must be regularly cleaned and treated to maintain the appearance and life of the fencing. Must be in good repair and appearance regardless of age. Fences may be water proofed with a clear sealer; they may be stained a complementary wood color.

38. The exterior of your home must always be kept in a good state of repair, including items such as exterior paint, garage doors, fences and walls, etc.

39. The governing documents of Redondo Village provide for a Board appointed Architectural Committee to ensure a high level of architectural consistency and harmony in the community.

40. Any work that alters the exterior appearance of the home or landscaping must be approved by the Architectural Committee before the work begins.

41. Before undertaking any project affecting the exterior of your home, it is necessary to complete a written application and submit it to the Architectural Committee. The forms can be obtained from the Redondo Village website at www.redondovillage.org, Board or the Management Company. In scheduling your planned improvement, please allow time for the review of your application. Written approval must be received prior to commencing work. Governmental permits, if required, shall be obtained prior to work being done.

42. All such work shall be performed by a duly licensed contractor when licensing is required by California Law. In California, all contractors who perform residential or commercial construction, remodeling or repair must be licensed. One exception however, applies to work performed where the labor and materials total less than \$500 and there is no building permit required and the work is not a part of a larger project. All required permits must be posted in the window before any construction begins. A copy of the permit must be provided to the Board.

43. The Association shall have the right, after notice and hearing, to repair, paint, or otherwise maintain the exterior of any property or improvement (and without notice in the event of an emergency) which the Association, acting through its Board, determines in its discretion is in violation of the CC&Rs and Rules and Regulations.

44. No item whatsoever may be hung on or over the walls and fences such that the item may be viewed from the common area, adjoining property, or the street. Patio shades, patio covers, awnings, skylights or structures of any kind cannot be erected or utilized without prior written approval of the Board or its designated Architectural Committee. Statues or ornamental items in front of the home are allowed only upon prior approval of the Board's Architectural Committee.

45. Homeowners are responsible for painting the exterior of their homes. It is recommended that each homeowner paint their wood trim every 5 years and their stucco walls every 7 years. In the event that the Board's Architectural Committee must give you a notice to paint, you will have a 90 day time frame in which to complete the painting of your home or portions of your home. Homeowners are required to use a paint of equal quality and the same color of

paint that was used in the initial development of the home, unless otherwise approved by the Board.

46. In the event that any of the subdivision perimeter fencing is damaged or destroyed, it shall be the obligation of the owner to rebuild and or repair such perimeter fence so that the exterior surface will match in material and color the surface of the perimeter fence of the subdivision.

47. Reflective sun screens are not allowed if they can be seen from the common areas. Dark, non-reflective sun screen or window film is allowed.

48. Gutters and downspouts must match trim or house color.

49. Fireplace chimney covers may only be replaced by chimney covers of the same kind.

50. Approval of the installation location and method, along with a signed indemnification and release of liability must be provided to the management company prior to installation of any satellite dish(s). The indemnification form can be obtained from the Redondo Village website at www.redondovillage.org. Screening may be required, including painting the dish to match the house or plantings. You must, to the greatest extent possible, locate the dish so that it is not visible from the street or common areas. The dish must be installed and maintained so that it is as visually appealing as possible under the circumstances, and does not interfere with the use or enjoyment of neighboring residences, nor create an unreasonable hazard or nuisance.

51. Roof-mounted electrical conduit is not permitted. Exterior conduit must be approved for placement and must be painted to match the surface it is mounted on.

52. Television cable entry point into residence shall conform to City Code. Cable must be painted to match color of house or trim.

53. Exterior security systems (i.e. video cameras, side gate alarms, etc.) must be approved by the Board's Architectural Committee. Exterior-mounted electrical boxes and conduit shall be painted in matching colors.

54. Roof shingles shall meet specifications approved by the Board's Architectural Committee.

55. Owners shall make all reasonable efforts to avoid disputes concerning these architectural and aesthetic regulations. All questions of interpretation and application of these regulations shall be resolved by the Architectural Committee or the Board.

DAMAGES AND PAYMENT

56. If any common element or Association property is damaged or destroyed through the negligent or culpable act of an owner, his or her guest, tenant, resident, invitee, household member, or contractor hired by an owner, the Board will take the following action:

- 1) Send a written notice to the homeowner of the alleged damage(s).
- 2) Conduct a hearing with the Board to discuss the damages.
- 3) The Board will then determine whether the homeowner is financially responsible for the costs associated with the repairs.

In the event the damage(s) poses a safety issue, the Board will make all necessary and proper repairs immediately and thereafter determine financial responsibility, utilizing the actions above.

Payment for all necessary and proper repairs must be made within (10) days of the decision made by the Board and is considered a special assessment on the residence, subject to the collection policy of the association.

ENFORCEMENT OF THE CC&RS, BYLAWS, RULES & REGULATIONS

In accordance with the CC&Rs, the Association acting through the Board of Directors is charged with the responsibility for maintaining and managing the Common Areas of the Project and enforcing the CC&Rs, Bylaws and Rules & Regulations.

To ensure compliance and for the benefit of all homeowners the Board, or chairs of the various committees acting for the Board, will investigate all alleged violations. If the Board determines that a violation does exist, the following procedure may be followed:

VIOLATIONS OF THE CC&RS, BYLAWS, RULES & REGULATIONS

Courtesy Reminder Notice

If the management company, Board Member or any member of the association notices or is informed of a violation, a written report/complaint should be submitted to the Board. The Board will only review written complaints/allegations in light of the CC&Rs, Bylaws and Rules & Regulations. If a violation is found, the Board will inform management personnel who will send a courtesy reminder letter to the homeowner with a request to correct the rule infraction within fifteen (15) days. The homeowner has the right to request an appeal before the Board or in writing. If the homeowner does not resolve the rule infraction the Board will proceed with the First Written Notice procedure, which officially commences disciplinary proceedings.

In case of parking violations, the car may be immediately towed as authorized by the California-Vehicle Code and the L.A.M.C. without prior notice.

First Written Notice

If the management company, Board Member or any member of the association notices or is informed of a violation, a written report/complaint should be submitted to the Board. The Board will only review written complaints/allegations in light of the CC&Rs, Bylaws and Rules & Regulations and, if a violation is found, the Board will inform the management company who will send a notice to the homeowner with a request to attend a hearing before the Board on the alleged violation complaint. Homeowners will be given not less than fifteen (15) days' notice prior to the scheduled hearing date.

At the hearing, owners are strongly encouraged to attend the hearing or submit their appeal in writing; the Board of Directors will review the alleged violation and will make a determination as to the imposition of any disciplinary action. Written notification of any disciplinary action taken following the hearing will be mailed to

VIOLATIONS OF THE CC&RS, BYLAWS, RULES & REGULATIONS (Cont.)

the Homeowner within ten (10) days of the hearing. As a guideline, a \$25 minimum fine may be levied. However, for more egregious infractions the Board may set fines of \$100 or more, not to exceed \$500 or the cost to cure the infraction.

2nd, 3rd Written Notice

If corrective action has not resulted from the previous notification to the owner, the Board may request the management company to send another letter to the homeowner with a request to attend another hearing before the Board on the alleged violation complaint. Homeowners will be given not less than fifteen (15) days' notice prior to the scheduled hearing date.

At the hearing, owners are strongly encouraged to attend the hearing or submit their appeal in writing; the Board of Directors will review the alleged violation and will make a determination as to the imposition of any disciplinary action. Written notification of any disciplinary action taken following the hearing will be mailed to the Homeowner within ten (10) days of the hearing. As a guideline, a \$50 minimum fine may be levied. However, for more egregious infractions the Board may set fines of \$100 or more, not to exceed \$500 or the cost to cure the infraction.

4th and Subsequent Written Notice

At this point the Board may choose to take further legal action or continue to schedule hearings to address the ongoing violation and determine whether additional fines are warranted.

ANY LEGAL, ADMINISTRATIVE OR OTHER COSTS RELATED TO THE ENFORCEMENT OF THE RULES AND REGULATIONS, CC&Rs OR ASSESSMENT FEE COLLECTION POLICY WILL BE BORNE BY THE HOMEOWNER.

NOTE:

Fines levied for the same offense will be cumulative. The Board may, at its discretion following a hearing with the owner, continue to assess fines for serious ongoing infractions until a satisfactory remedy is evident. Homeowners are responsible for any infractions of rules committed by a tenant or guest(s) and will be held liable accordingly. Homeowners have the right to present an appeal prior to imposition of a fine and are strongly encouraged to attend any scheduled violation hearing.

Any complaint, rebuttal, must be addressed to the Board IN WRITING. All correspondence should be mailed, e-mailed or faxed to the management company one (1) week in advance of the scheduled Board meeting or appeal.

Fines or penalty assessments shall be levied according to the following schedule:

First Violation:	Courtesy Reminder Notice
Second Violation:	\$25- \$500
Third Violation:	\$50 - \$500
Fourth Violation:	\$100 - \$500
Subsequent Violations:	\$500 and/or such other remedies as deemed appropriate by the Board following the required hearing process.

Areas of Responsibility Pursuant to the Governing Documents

INDIVIDUAL HOMES

Homeowner Responsibilities include

Interior maintenance/repair
Exterior maintenance/repair, including roofs
Backyards
Perimeter walls and gates
Exterior home lighting
Individual driveways
Plumbing from home's main shut-off valve, including valve
Electrical associated with home

Association Responsibilities include

Water associated with home
Landscaping in front and side of homes

COMMON AREAS

Association Responsibilities include

Landscaping
Trees
Sprinklers
Streets
Front Entry Gate
Walkways
Lighting
Plumbing in Common Areas
Sewage in Common Areas
Electrical in Common Areas
Perimeter walls in Common Areas

ELECTION OF DIRECTORS

1. Nomination of Candidates

- A. At least sixty days before the date of the meeting, at which the ballots for the election of directors are to be counted, the Association shall mail to each owner a Candidate Nomination/Declaration of Intent to Run For Election Form.
- B. According to the Association=s Bylaws, the qualification(s) to serve on the Association=s Board of Directors are as follows: the candidate must be a Redondo Village, Inc. homeowner and no two owners or residents of the same single unit can serve on the Board concurrently.
- C. Owners may nominate themselves or another person; provided, however, all candidates meet the qualifications set forth in Section 1.B.
- D. Any candidate nominated by another person will be contacted to confirm that such candidate consents to having his or her name placed in nomination for election to the Board.
- E. The Candidate Nomination/Declaration of Intent to Run For Election Form must be returned to the Association at the address provided on, and by the deadline stated on, such form, which deadline must be at least forty-five (45) days before the date the ballots for the election of directors are scheduled to be counted in order for their name to be included on the secret ballot.
- F. All qualified and, if necessary, confirmed candidates shall be listed on the secret ballot.
- G. Candidates may be nominated at the election meeting, so long as they are able to accept or decline the nomination.
- H. Candidates may be written in on the ballot, subject to verification of acceptance of nomination by the write-in candidate.

2. Inspectors of Election

- A. The Board shall appoint one independent third party as inspector of election before the secret ballots are mailed to all of the owners. An independent third party includes, but is not limited to: A volunteer poll worker with the county registrar of voters, a licensee of the California Board of Accountancy; a notary public, a member of the Association provided such member is not a member or related to a member of the Board of Directors or a candidate or related to a candidate for the Board of Directors, a person

who is currently employed or under contract to the Association for any compensable services.

- B. Prior to the secret ballots being mailed to all of the owners, the inspector of election shall determine to whom the secret ballots shall be returned (the ΔBallot Collector@), which may be the Association=s property manager.
- C. The inspector of election shall also do all of the following: determine the number of memberships entitled to vote and the voting power of each, determine the authenticity, validity, and effect of proxies, receive ballots, hear and determine all challenges and questions in any way arising out of or in connection with the right to vote, count and tabulate all votes, determine when the polls shall close, determine the result of the election, perform any acts as may be proper to conduct the election in accordance with this section and all applicable rules of the Association regarding the conduct of the election that are not in conflict with this section.
- D. An inspector of election shall perform his or her duties impartially, in good faith, to the best of his or her ability, and as expeditiously as is practical. The decision or act of a majority shall be effective in all respects as the decision or act of all.
- E. Any report made by the inspectors of election is prima facie evidence of the facts stated in the report.
- F. The Board may remove and replace any inspector of election prior to the tabulation of ballots if an inspector of election resigns or if the Board reasonably determines that an inspector of election will not be able to perform his or her duties impartially and in good faith.

3. Secret Ballot Procedures

- A. Ballots and two pre-addressed envelopes with instructions on how to return ballots shall be mailed by first-class mail or delivered by the Association to every member not less than thirty (30) days prior to the deadline for voting. Polls shall officially be considered open upon mailing of the ballot package to the homeowners. Polls shall close upon commencement of ballot counting, during the Election Meeting.
- B. Ballots must ensure the confidentiality of the voters. To that end, a voter may not be identified by name, address, lot, parcel or unit number on a ballot and a ballot may not require the signature of the voter.
- C. Cumulative voting is permitted. A homeowner may give one candidate the number of the votes equal to the number of directors to be elected or distribute their votes on the same principle among as many candidates as the owner thinks fit, so long as the total number of votes cast does not

exceed the number of directors to be elected. If a ballot is received with an excess total number of votes, the ballot shall be deemed invalid and discarded.

- D. The ballot itself must be inserted into an envelope that is sealed. The sealed ballot envelope is to be inserted into a second envelope that is also sealed. In the upper left hand corner of the second, outside, envelope, the voter prints and signs his or her name, address and lot/parcel/unit number that entitles him or her to vote. The second, outside, envelope is addressed to the inspectors of election, who will be tallying the votes.
- E. Owners may return their secret ballot by mail, hand deliver it to the meeting or complete the ballot at the meeting; provided only those ballots which are delivered to the inspectors of election prior to the polls closing shall be counted.
- F. A member may request a receipt for delivery.
- G. Owners whose voting rights have been suspended in accordance with the Association's governing documents after notice and hearing shall not be entitled to vote. Any ballot returned by an owner who is suspended shall be deemed invalid and discarded.
- H. As secret ballots are returned to the Ballot Collector, the Ballot Collector shall check off on a homeowner listing/sign in sheet, that a ballot has been received for such home. The first secret ballot received for any home shall be the ballot which is counted. Any subsequent ballots for the same home which are received shall be deemed invalid and shall be discarded. Homeowners are not permitted to change their vote, once submitted. The inspectors of election shall confirm that no more than one ballot was returned for each home.
- I. The sealed ballots at all times shall be in the custody of the inspector of election or at a location designated by the inspector until delivered to the inspectors at the meeting for the opening of the ballots and the tabulation of the vote. After the counting of the ballots and the verification of the election results by the inspectors of election, the ballots shall be transferred to the Association.
- J. No person, including a member of the Association or an employee of the Management Company, shall open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated.
- K. The inspectors of election shall tabulate the ballots for the election of directors at the annual meeting of the owners or, if no quorum is present, at a special meeting of the Board of Directors duly noticed for the same date, time and place, as the annual meeting of the members, called for the

purpose of counting ballots at which a quorum of the Board is present. The Board of Directors shall determine the date, time and place of said annual meeting of the owners and the concurrent special meeting of the Board in accordance with the Association's Bylaws. In order for the vote for the election of directors to be valid, ballots must be returned by at least a quorum of the owners.

- L. Any candidate or other member of the Association may witness the counting and tabulation of the votes.
- M. After tabulation, election ballots shall be stored by the Association in a secure place for no less than one year after the date of the election. In the event of a recount or other challenge to the election process, the Association shall, upon written request, make the ballots available for inspection and review by members or their authorized representatives. Any recount shall be conducted in a manner that shall preserve the confidentiality of the vote.

4. Campaigning

- A. All candidates or members advocating a point of view during a campaign, including those not endorsed by the Board, shall be provided equal access to Association media, newsletters, or Internet Web sites (if any) for purposes that are reasonably related to the election. The Association may not edit or redact any content from these communications, but may include a statement specifying that the candidate or member, and not the Association, is responsible for that content.
- B. All candidates, including those who are not incumbents, and all members advocating a point of view, including those not endorsed by the Board, for purposes reasonably related to the election, shall be provided equal access to any common area meeting space, if any exists, during a campaign at no cost.
- C. Association funds may not be used for a campaign purposes@ in connection with any board election. The term a campaign purposes@ is defined to include, without limitation, (1) expressly advocating the election or defeat@ of any candidate that is on the ballot; or (2) including the photograph or prominently featuring the name of a candidate on a communication@ from the Association (except the ballot and voting materials and equal access communications sent pursuant to Section 4.A and 4.B).

5. Announcement of Results

- A. The results of the election shall be promptly reported to the Board of Directors and shall be recorded in the minutes of the next meeting of the

Board of Directors and shall be available for review by members of the Association.

- B. Upon certification of the election results by the inspectors of election, the newly elected Board Members shall be deemed to have taken office. The newly elected Board shall meet as soon as is reasonably possible and their first order of business shall be to elect officers.
- C. Within fifteen (15) days of the election, the Board shall publicize the results of the election in a communication directed to all members.