

# VOTING INSTRUCTIONS

1. Your election packet should include the CANDIDATE STATEMENTS (EXHIBIT C), the OFFICIAL VOTING BALLOT, these Voting Instructions, the Frequently Asked Questions, and two envelopes. **READ THESE ENTIRE INSTRUCTIONS COMPLETELY BEFORE VOTING!**
2. The Association is seeking members vote for the three open seats for the Board of Directors for Rancho Santa Teresa Swim and Racquet Club. Each Director shall serve for a term of two (2) years or until a qualified successor is elected to fill his/her seat. The Board of Directors will conduct all business and affairs of Rancho Santa Teresa Swim and Racquet Club. Please select up to 3 candidates.
3. After you have finished marking your choices, cut the ballot portion off at the dotted line and place it into the envelope marked FOR THE ELECTION INSPECTOR and seal it. Do not sign your ballot or put any identifying marks on either the ballot or the smaller ballot envelope.
4. Place the smaller ballot envelope (containing your completed ballot) into the larger envelope with your name, address and lot number in the upper left-hand corner. Finally, **SIGN YOUR NAME ON THE LARGER ADDRESSED ENVELOPE** in the space beneath your address. The envelope should include the phrase: *By signing, my vote shall act as my official approval of the candidate(s) I have chosen.*
5. The completed larger addressed envelope (which contains your smaller ballot envelope and your secret ballot) must then be mailed or personally delivered to the Inspector of Election by any of the following ways: (1) Place your completed envelopes in the U.S. Mail with proper postage, (2) deliver your completed envelopes to the Inspector of Election **at 286 Sorrento Way, San Jose, CA 95119**, or (3) deliver your completed envelopes to the Inspector of Election at the meeting to count ballots during the voting period. Any ballot (within the two envelopes) that is mailed or personally delivered must actually be received by the Inspector of Election no later than the end of the voting period allowed at the meeting to count the ballots. The meeting is set to start at 7 p.m. on and will be held at 286 Sorrento Way, San Jose, CA 95119. If you choose to mail your ballot, make sure you do so early enough for it to be received by the voting deadline. Otherwise it should be personally delivered.
6. All ballots timely received will be counted and tabulated by the Inspectors of Election in public at the meeting to count ballots set for 7 p.m. on Monday, November 16, 2020, at 286 Sorrento Way, San Jose, CA 95119.
7. **PLEASE RETURN YOUR BALLOT ON TIME SO YOUR VOTE COUNTS.** You must be up to date on your dues for your ballot to count.

## FREQUENTLY ASKED QUESTIONS

### **1. How do I vote my ballot?**

Refer to the instructions on the ballot and the Voting Instructions, items 1 through 6.

### **2. Do I sign the ballot?**

No.

**3. Do I sign the larger addressed envelope?**

Yes! If you do not sign the larger address envelope, your vote will not be counted. The larger address envelope must also indicate your name, address and unit number. Failure to include all this information will mean your ballot does not get counted.

**4. Do I sign the smaller ballot envelope?**

No.

**5. When must I return my voted ballot?**

Please see Voting Instructions, item 5.

**6. If I want to change my vote before the ballots are counted, can I revoke my ballot and cast a new ballot?**

Once a ballot has been received by the Inspectors of Election, it is irrevocable. However, if your ballot was never received by the Inspectors of Election as of the time of the meeting to count the ballots (never delivered or mailed, lost in the mail, or mailed too late) you may cast a ballot at the meeting.

**7. If the ballot that was sent to me was lost or never received by the Inspectors of Election, can I get another one?**

Yes. Contact the office or the Board of Directors to request another ballot. The office or the Board of Directors can be reached as follows: by phone at (408) 227-5758, or by e-mail at [office@ranchosantateresa.org](mailto:office@ranchosantateresa.org) or [directors@ranchosantateresa.org](mailto:directors@ranchosantateresa.org). If a member loses his/her ballot, he or she may request another ballot, along with the appropriate envelopes from the Inspector of Election. The requesting member must sign a statement, under penalty of perjury that the original ballot was either lost, destroyed or never received. The Inspectors of Election shall maintain a record of each such request and, if it is determined that the member voted twice, within the time allowed for voting, even by mistake, neither ballot will be counted.

**8. How are ballots counted?**

Ballots are counted and tabulated by the Inspectors of Election, and any designated assistants, in public at the meeting to count ballots. Any member of the association may witness the counting and tabulation of the votes.

**9. If I mailed my ballot and it was received by the Inspectors of Election, do I need to attend the meeting to count ballots?**

No. Your ballot will be counted without you being present. Your ballot will also count toward any necessary quorum.

**10. If I cannot decide or want to abstain, can I send a blank ballot or write abstain on it?**

Yes. Any ballot received, even blank, will count toward the quorum.

**11. If I return the signed larger address envelope with an empty smaller ballot envelope, will that count toward a quorum?**

No. Only ballots actually received, or proxies actually received, or persons present at the meeting count toward the quorum.