

AMENDMENT  
TO ADMINISTRATIVE RESOLUTION

**HERITAGE HARBOUR  
COMMUNITY ASSOCIATION, INC.**  
(Annapolis)

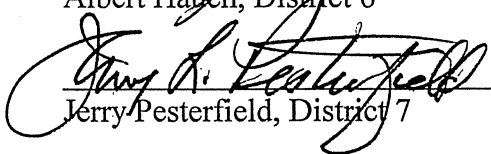
For deposit with the Circuit Court for Anne Arundel County  
this 1st day of June, 2017

- 1. Administrative Resolution No. 6, Amendment 2, Election of Directors**  
– approved November 9, 2016

Return original to: *Heritage Harbour Community Association, Inc.*  
*959 River Strand Loop*  
*Annapolis, MD 21401*

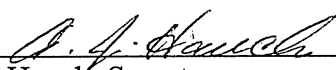
  
Albert Hauch, District 6

X      \_\_\_\_\_

  
Jerry Pesterfield, District 7

X      \_\_\_\_\_

Amendment 2 to Administrative Resolution No. 6 was duly approved at a regular meeting of the Board of Directors on November 9, 2016.

  
Albert Hauch, Secretary  
Heritage Harbour Community Association, Inc.

**HERITAGE HARBOUR COMMUNITY ASSOCIATION, INC.**

**POLICY RESOLUTION NO. 5  
AMENDMENT NO. 25**

**ARCHITECTURAL AND ENVIRONMENTAL REVIEW POLICIES AND  
PROCEDURES**

**WHEREAS**, Article VIII, Section 2 of the Declaration of Covenants (the Declaration) of Heritage Harbour Community Association, Inc. (The Association) requires plans and specifications of any proposed building, modification, addition, alteration, or change to be submitted to the Architectural and Environmental Review Committee (AERC) appointed by the Board of Directors; and

**WHEREAS**, Article VIII, Section 7 of the Declaration authorizes the adoption and promulgation of rules and regulations as may be necessary to implement the requirements of Article VIII of the Declaration; and

**WHEREAS**, on April 13, 1999, the Board of Directors adopted Policy Resolution No. 5 to establish policies and procedure for alterations of dwellings and private grounds.

**WHEREAS**, The Board of Directors and the Architectural and Environmental Review Committee have deemed it necessary to amend Policy Resolution No. 5 to revise sections.

**NOW, THEREFORE, BE IT RESOLVED**, that Policy Resolution No. 5, Attachment A is amended as follows:

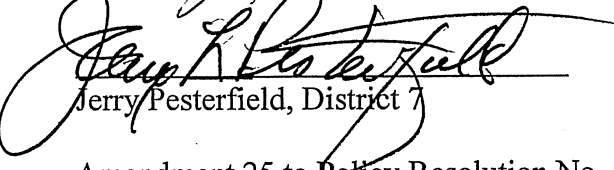
Replace paragraph 2 under “**Decks.**”

2. If the deck has a railing, the railing may be wood, vinyl or composite material. All railings must have a top and bottom rail. Wood railings may be painted or stained to match the deck, or may be painted either white or the same color as the trim of the house. Vinyl railings must be either white, wood tone, or the same color as the trim of the house.
  - (a) Wood balusters must be 2” x 2” square and all balusters regardless of design must be installed in a vertical position. Balusters may not extend above the top rail or below the bottom rail.
  - (b) The following baluster styles have been approved as alternative to wood; i.e., square, oval, spiral, spindle, hex, round or rectangle, (rectangle NTE 1” x 2”). The above styles can be made of composite material, vinyl or powder coated aluminum (translucent materials are excluded), and all must be commercially available. Bright, ornate and personalized balusters will not be approved. A copy of the manufacturer’s catalog page must be attached to any AERC request for balusters.
  - (c) Baluster cable railing systems are approved for use. These systems are self-contained and may consist of 4” x 4” wood posts, white vinyl or powder coated aluminum posts. The associated balusters for these systems are composed of a steel cable horizontally

Yes No Abstain


  
Albert Hauch, District 6

X

  
Jerry Pesterfield, District 7

X


Amendment 25 to Policy Resolution No. 5 was duly approved at a regular meeting of the Board of Directors on December 14, 2016.

  
Albert Hauch, Secretary  
Heritage Harbour Community Association, Inc.


  
Wayne Beckett, District 4

Yes                  No                  Abstain

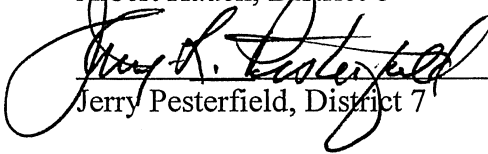
  X                                                  

  
Gary Basinski, District 5

  X                                                  

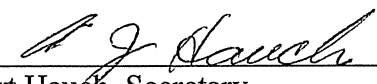
  
Albert Hauch, District 6

  X                                                  

  
Jerry Pesterfield, District 7

  X                                                  

Amendment 26 to Policy Resolution No. 5 was duly approved at a regular meeting of the Board of Directors on March 8, 2017.

  
Albert Hauch, Secretary  
Heritage Harbour Community Association, Inc.

AMENDMENT  
TO ADMINISTRATIVE RESOLUTION

**HERITAGE HARBOUR  
COMMUNITY ASSOCIATION, INC.**  
(Annapolis)

LR - HOA Dep Amendment  
5.00

HOA Name: heritage  
harbour community assn  
inc  
Ref:

Total: 50.00

06/06/2017 12:22

CC02-ME

#8508909 CC0501 - Anne

Arundel

County/CC05.01.11 -

Register 11

For deposit with the Circuit Court for Anne Arundel County  
this 1st day of June, 2017

1. **Administrative Resolution No. 6, Amendment 2, Election of Directors**  
- approved November 9, 2016

Amendment  
10.00

HOA Name: heritage  
harbour community assn  
inc  
Ref:

Total: 50.00

06/06/2017 12:22

CC02-ME

#8508909 CC0501 - Anne

Arundel

County/CC05.01.11 -

Register 11

Return original to: *Heritage Harbour Community Association, Inc.*  
*959 River Strand Loop*  
*Annapolis, MD 21401*

Circuit Court for  
Anne Arundel County  
File #01

RECEIVED FOR RECORD  
CIRCUIT COURT FOR A.A. COUNTY

2017 JUN -6 P 12.23

## HERITAGE HARBOUR COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 6  
AMENDMENT 2

## ELECTION OF DIRECTORS

**WHEREAS**, Article V, Section 4 of the By-laws of the Heritage Harbour Community Association Inc. contains provisions for the election of Directors; and

**WHEREAS**, by Policy Resolution No. 1 the Board of Directors set forth its authority and intention to establish policies and procedures deemed necessary for the efficient and effective administration of the Association and for carrying out the affairs of the Association.

**WHEREAS**, the Board of Directors desires to revise the posting of notification of election results to identify the successful candidates without specifying the number of votes received for each candidate.

**NOW, THEREFORE, BE IT RESOLVED THAT** Administrative Resolution No. 6 is amended as follows:

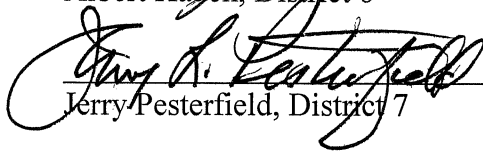
Election of Directors, Article II, Section D, add a new paragraph 8 to read:

8. In the event of an uncontested election for Director of all of the districts scheduled for election that day, the hours of operation for the polls will be 10:00 a.m. to 12:00 noon.

	Yes	No	Abstain
<u>Absent</u>			
Deborah Partlow, District 1			
<u>James Quinn</u> James Quinn, District 2	X		
<u>Donald Brown</u> Donald Brown, District 3	X		
<u>Wayne "Skip" Beckett</u> Wayne "Skip" Beckett, District 4	X		
<u>Gary Basinski</u> Gary Basinski, District 5	X		

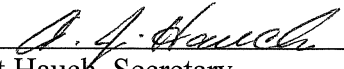
  
\_\_\_\_\_  
Albert Hauch, District 6

X      \_\_\_\_\_

  
\_\_\_\_\_  
Jerry Pesterfield, District 7

X      \_\_\_\_\_

Amendment 2 to Administrative Resolution No. 6 was duly approved at a regular meeting of the Board of Directors on November 9, 2016.

  
\_\_\_\_\_  
Albert Hauch, Secretary  
Heritage Harbour Community Association, Inc.



**HERITAGE HARBOUR COMMUNITY ASSOCIATION, INC.**

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959 River Strand Loop  
Annapolis, Maryland 21401

Phone (410) 266-8677  
Fax (410) 266-9957  
[www.heritageharbour.org](http://www.heritageharbour.org)

June 1, 2017

Robert P. Duckworth, Clerk  
Circuit Court of Anne Arundel County  
Attn.: Land Records/Homeowners Depository  
P. O. Box 71, Courthouse  
7 Church Circle  
Annapolis, MD 21404 - 00717

Subject: Filing Amendment No. 2 to HHCA Administrative Resolution No. 6, and Amendments 25 and 26 to HHCA Policy Resolution No. 5

Please find enclosed the three-page document for Administrative Resolution No. 6 and six-page document for Policy Resolution No. 5 for recordation along with a check in the amount of \$50.

If you have any questions, please feel free to contact me at the phone number listed above.

Sincerely,



Byron "Barney" Calvert, CMCA, PCAM  
General Manager  
Heritage Harbour Community Association, Inc.

/aeb

(3) Enclosures w/attachments

THIS CHECK HAS A COLORED BACKGROUND AND CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

**HERITAGE HARBOUR COMMUNITY ASSOCIATION**

959 RIVER STRAND LOOP  
ANNAPOLIS, MD 21401

CAPITAL ONE

1916

6/1/2017

PAY TO THE  
ORDER OF Clerk of Circuit Court of AA County

\$50.00

Fifty and 00/100

DOLLARS

Clerk of Circuit Court of AA County

MEMO:  
Filing Amendments



*[Handwritten Signature]*  
AUTHORIZED SIGNATURE

⑈001916⑈ ⑆255071981⑆

534373160⑈

**HERITAGE HARBOUR COMMUNITY ASSOCIATION**

Clerk of Circuit Court of AA County

Filing Amendments

6/1/2017

1916

50.00

Capital One Bank

Filing Amendments

50.00

**AMENDMENT  
TO HOMEOWNERS DISCLOSURE  
STATEMENT FOR**

**HERITAGE HARBOUR  
COMMUNITY ASSOCIATION, INC.  
(Annapolis)**

RECORDING FEE 5.00  
TOTAL 23.00  
Rest # 4414 Rpt # 21253  
RPD DUA Bk # 4128  
Nov 24, 2004 11:13 am

For deposit with the Circuit Court for Anne Arundel County this 24th day of November, 2004.

1. AMENDMENT 7 to POLICY RESOLUTION NO. 7 - Rules and Regulations - "House Rules" - Section III.B is amended to add new subsections 12 & 13 re: modifications to common areas and parking of vehicles on unpaved areas; and amending Attachment A, Section H.3 (Approved November 9, 2004).
- ✓ 2. AMENDMENT 1 to ADMINISTRATIVE RESOLUTION NO. 6 - Election of Directors - revising Section F.3. (Approved November 9, 2004).

Return original to : *Heritage Harbour Community Association, Inc.*  
959 River Strand Loop  
Annapolis, Maryland 21401

Return certified copy to: *Kathleen M. Elmore, Esquire*  
5 Riggs Avenue  
Severna Park, Maryland 21146  
(410) 544-6644

10300.000/001

RECEIVED FOR RECORD  
CIRCUIT COURT FOR A.A. COUNTY  
2004 NOV 24 A 11:32

## HERITAGE HARBOUR COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 6  
AMENDMENT 1

## ELECTION OF DIRECTORS

**WHEREAS**, Article V, Section 4 of the By-laws of the Heritage Harbour Community Association Inc. contains provisions for the election of Directors; and

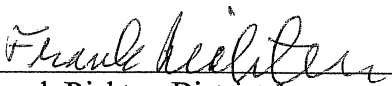
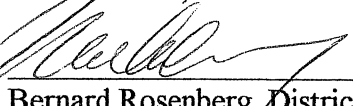

**WHEREAS**, by Policy Resolution No. 1 the Board of Directors set forth its authority and intention to establish policies and procedures deemed necessary for the efficient and effective administration of the Association and for carrying out the affairs of the Association; and


**WHEREAS**, the Board of Directors desires to revise the posting of notification of election results to identify the successful candidates without specifying the number of votes received for each candidate.

**NOW, THEREFORE, BE IT RESOLVED THAT** Administrative Resolution No. 6 is amended as follows.

**Revise Section F.3 to read:**

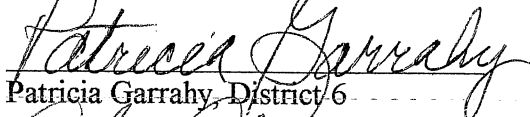
3. The Management Agent shall post in a prominent place in the Lodge the names of the successful candidates in each District for which the election was held.

	Yes	No	Abstain
 Frank Richter, District 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Bernard Rosenberg, District 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Edward Elliott, District 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>ABSENT</u> Michele Ryan Crofoot, District 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

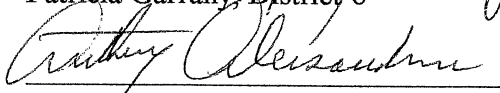
  
Charles Kennedy, District 5

Yes No Abstain

☒ ☐ ☐

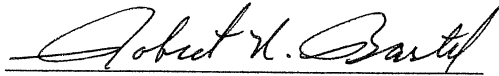
  
Patricia Garrahy, District 6

☒ ☐ ☐

  
Anthony Alessandrini, District 7

☒ ☐ ☐

Amendment 1 to Administrative Resolution No. 6 was duly approved at a regular meeting of the Board of Directors on NOVEMBER 9, 2004



Robert N. Bartel, Secretary, Heritage Harbour Community Association, Inc.

**AMENDMENT  
TO HOMEOWNERS DISCLOSURE  
STATEMENT FOR**

**HERITAGE HARBOUR  
COMMUNITY ASSOCIATION, INC.  
(Annapolis)**

RECORDING FEE 23.00  
TOTAL 23.00  
Rest AA14 Ref # 2250  
RPD DIA Blk # 1128  
Nov 24, 2004 11:16 AM

For deposit with the Circuit Court for Anne Arundel County this 24th day of November, 2004.

1. AMENDMENT 7 to POLICY RESOLUTION NO. 7 - Rules and Regulations - "House Rules" - Section III.B is amended to add new subsections 12 & 13 re: modifications to common areas and parking of vehicles on unpaved areas; and amending Attachment A, Section H.3 (Approved November 9, 2004).
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5 Riggs Avenue  
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(410) 544-6644

10300.000/001

RECEIVED FOR RECORD  
CIRCUIT COURT FOR A.A. COUNTY  
2004 NOV 24 A 11:32

## HERITAGE HARBOUR COMMUNITY ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 6  
AMENDMENT 1

## ELECTION OF DIRECTORS

**WHEREAS**, Article V, Section 4 of the By-laws of the Heritage Harbour Community Association Inc. contains provisions for the election of Directors; and

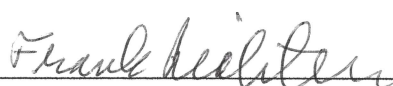
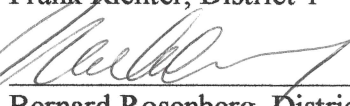
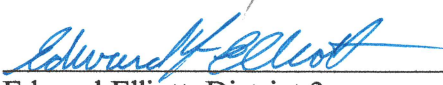
**WHEREAS**, by Policy Resolution No. 1 the Board of Directors set forth its authority and intention to establish policies and procedures deemed necessary for the efficient and effective administration of the Association and for carrying out the affairs of the Association; and

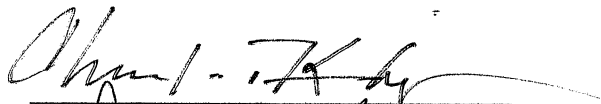
**WHEREAS**, the Board of Directors desires to revise the posting of notification of election results to identify the successful candidates without specifying the number of votes received for each candidate.

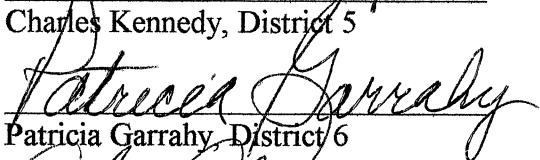
**NOW, THEREFORE, BE IT RESOLVED THAT** Administrative Resolution No. 6 is amended as follows.

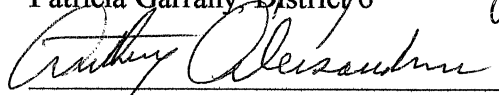
**Revise Section F.3 to read:**

3. The Management Agent shall post in a prominent place in the Lodge the names of the successful candidates in each District for which the election was held.

	Yes	No	Abstain
 Frank Richter, District 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Bernard Rosenberg, District 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Edward Elliott, District 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABSENT Michele Ryan Crofoot, District 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


  
Charles Kennedy, District 5

  
Patricia Garrahy, District 6

  
Anthony Alessandrini, District 7

Yes	No	Abstain
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Amendment 1 to Administrative Resolution No. 6 was duly approved at a regular meeting of the Board of Directors on NOVEMBER 9, 2004.

  
Robert N. Bartel, Secretary, Heritage Harbour Community Association, Inc.



## HERITAGE HARBOUR COMMUNITY ASSOCIATION

### ADMINISTRATIVE RESOLUTION NO. 6

BOOK 0024 PAGE 331

### ELECTION OF DIRECTORS

**WHEREAS**, Article V, Section 4 of the By-laws of the Heritage Harbour Community Association Inc. contains provisions for the election of Directors; and

**WHEREAS**, by Policy Resolution No. 1 the Board of Directors set forth its authority and intention to establish policies and procedures deemed necessary for the efficient and effective administration of the Association and for carrying out the affairs of the Association.

**NOW, THEREFORE, BE IT RESOLVED THAT** the following procedures are hereby established for elections of Directors.

#### I. RESPONSIBILITIES

A. The President of the Association shall appoint committees prior to each election, as required by the By-Laws of the Association.

1. A Districting Committee may be appointed at least one hundred and twenty (120) days prior to an election, if needed to review the boundaries of the seven (7) voting districts. The Districting Committee shall be composed of seven (7) Class A members, one member from each Voting District. The Board must act upon any recommended revisions to the district boundaries prior to the solicitation of nominations.

2. A Nominating Committee shall be appointed at least ninety (90) days prior to the election. The Nominating Committee shall be composed of three (3) or more members, at least one member from each District for which there will be an election of Director. The names of those appointed to the Nominating Committee shall be announced by a notice placed in *Harbour Lights* or on the Heritage Harbour Television Channel.

3. An Election Committee shall be appointed at least sixty (60) days prior to the election. The Election Committee shall be composed of five (5) or more Class A members, at least one member from each District for which there will be an election of Director.

B. The Management Agent is responsible for:

1. Maintaining a current list of all Class A members of the Association; and
2. Providing clerical and administrative support in carrying out the procedures contained in this Resolution.

C. The Secretary of the Association is responsible for oversight of the election to ensure that the election is conducted in accordance with these procedures. The Secretary shall report to the Board of Directors on the election, to include recommendations for revisions of the procedures contained in this Resolution.

## II. PROCEDURES

### A. Nominations.

1. The Nominating Committee must establish the date for closing nominations, which should be not later than six (6) weeks prior to the election. In establishing the closing date, the Committee must take into consideration the need to submit Candidate Profiles for publication in the October issue of *Harbour Lights*.
2. At least sixty (60) days prior to the date of the election the Chair of the Nominating Committee shall solicit nominations by *Harbour Lights* insert to each Class A member in the Districts for which an election is to be held. The notice shall contain the following information and provide a form for making nominations. (See Exhibit A)
  - a. The term of the vacancy to be filled, whether one, two or three years.
  - b. The requirement that both the nominator and the nominee must be a Class A member in the District for which the election is to be held.
  - c. That a person may nominate himself or herself.
  - d. That nominations must be received not later than the established date for closing nominations. Nominations may be mailed to the Lodge Office or deposited in the locked box designated for that purpose at the Lodge.
3. As nominations are submitted, the Nominating Committee shall review each nomination to determine if the nominator and nominee meet the eligibility requirements. The Chair of the Committee shall consult with the Management Agent to ensure that the nominee is not sixty (60) days delinquent in any payment due the Association.
4. The Nominating Committee shall contact each eligible nominee by letter or other suitable means to ascertain whether the nominee agrees to become a candidate.
5. The Chair of the Nominating Committee shall provide to each candidate by letter, or other suitable means, instructions for submitting a Candidate Profile within three (3) days after the close of the nominations.. The format for the Candidate Profile is contained in Exhibit B.

6. The Chair of the Nominating Committee shall submit the Candidate Profiles for publication in the October issue of *Harbour Lights*. If any candidate has not submitted a Candidate Profile by the deadline date, the Chair of the Nominating Committee shall submit a notice that the Candidate Profile was not available for publication. (In general, Candidate Profiles should be received not later than three (3) days after the nominations close.)

#### B. Notice of Election

1. The Chair of the Election Committee shall submit the following for publication in the October issue of *Harbour Lights*.
  - a. Notification of the date, time and place of the election.
  - b. Notification of the date absentee ballots will be available.
  - c. The Voter Eligibility and Voting Procedures contained in Exhibit D of this Resolution.
2. At least fifteen (15) days prior to the election, the President of the Association shall send a letter to each non-resident Class A member in the District(s) for which the election is to be held. The letter shall be sent to the address shown in the records of the Association and shall contain the following information. (See Exhibit C)
  - a. The Biographical Notes for candidates in that member's District.
  - b. An application for an absentee ballot.
  - c. A copy of the Voting Requirements and Procedures contained in this Resolution.
3. At least two weeks prior to the election, the Chair of the Election Committee shall submit a notice of the date, time and place of the election to be shown on the Heritage Harbour Television Channel. The notice shall run until the day of the election.

#### C. Ballots

1. At least 15 days prior to the election, the Management Agent shall print ballots for each of the Districts for which the election is to be held. The ballots shall be a separate color for each District and shall be sequentially numbered. Each District ballot shall contain the names of each candidate for that District with a box for the voter to select the candidate of choice.
2. Absentee ballots shall be issued by the Management Agent upon receipt of a Request

for Absentee Ballot from the member. A member may request an application in person or by mail. By requesting an application by mail, the requestor assumes all responsibility for the use of the U.S. Postal Service.

- a. Upon receipt of an application for an absentee ballot, the Management Agent shall ascertain whether the requestor is a Class A member in the District for which the ballot is requested and whether the requestor is not more than sixty (60) days delinquent in any payment due the Association.
- b. The Management Agent shall maintain a register of absentee ballots issued to include the ballot number and the name of the member to whom issued.
- c. The absentee ballot will be delivered to the requestor in person or by mail. The ballot will be issued in an unsealed envelope on which is recorded the name and address of the member to whom issued and the number of the ballot.
- d. With each absentee ballot issued, the Management Agent shall include instructions that the ballot must be returned sealed in the envelope provided and received before the close of the election. The ballot may be mailed to the Lodge Office or deposited in the box provided for that purpose. By mailing ballots, members assume all responsibility for the use of the U.S. Postal Service.
- e. Members may elect to withdraw their absentee ballot by appearing at the election to vote in person.

#### D. Conduct of the Election

1. On the day before the election, the Management Agent shall provide to the Chair of the Election Committee a Voting List of Class A members and addresses for each of the Districts for which the election is to be held. Spaces shall be provided for the entry of ballot numbers and for the initials of voters. The Management Agent shall identify any members on the list who are more than sixty (60) days delinquent in any payment due the Association.
2. Prior to the opening of the polls, the Chairman of the Election Committee shall obtain the absentee ballots from the Management Agent. The Chair shall determine if the absentee ballot is eligible for counting. If eligible, the number of the ballot shall be entered for that membership on the Voting List.
3. The Chair of the Election Committee shall appoint at least one person to serve as a registrar for each District for which an election is being held. It shall be the duty of the registrar(s) to:

- a. Determine the eligibility of voters by verifying that the names of persons presenting themselves are contained on the appropriate Voting List; and
  - b. Record the number of the ballot issued to each eligible voter; and
  - c. Obtain the initials of voters in the space provided; and to
  - d. Ensure that only one ballot is issued for any one Class A membership.
4. When the polls have opened, a member may obtain a ballot to vote in person by providing his/her name and address to the registrar for the District in which the member is an owner.
  5. Only one ballot may be issued for any Class A membership, regardless of the number of persons holding that membership. It shall be the member's responsibility to determine which person shall cast the ballot for the membership.
  6. If a member's name is not on the Voting List, the Chair of the Election Committee shall request the Management Agent to review the Association's records to determine whether that member is entitled to vote in the election. Any disagreement shall be resolved by the Chair of the Election Committee, whose decision shall be final.
  7. After a member has marked the ballot, he/she shall deposit the ballot in a locked box provided for that purpose.

E. Counting the Votes

1. Immediately following the close of the polls, the Chair of the Election Committee shall remove absentee ballots from their envelopes and add those ballots to the those ballots cast in person.
2. The Voting Lists, absentee ballot envelopes, and any other documents related to the voting shall be turned over to the Management Agent for safe keeping.
3. Two members of the Election Committee shall separately count votes for each District election. The Management Agent shall confirm the count.
4. The Secretary of the Association, or his/her designee, shall be present during the counting of the ballots. Each Candidate may appoint a person to observe the counting, but the observer may not participate in the count. No other persons shall be allowed to observe the counting.
5. Any member of the Election Committee or an authorized observer may challenge the

eligibility of a ballot. If the reason for the challenge cannot be immediately resolved, the challenged ballot shall be sealed in a blank envelope which shall then be sealed in a second envelope on which the voter's name, district and reason for the challenge is indicated on the outside. Such challenged ballot shall be set aside and not counted with regular ballots unless the challenged ballot(s) could change the outcome of the election. In that event, the election outcome will remain unresolved until a sufficient number of challenged ballots have been fully evaluated and disposition properly established to secure a final outcome.

F. Notification of Election Results

1. Following the completion of the count, the Chair of the Election Committee shall inform the President of the Association of the results. The President or his/her designee shall telephone, or otherwise contact, all candidates to notify them of the election results.
2. The Chair of the Election Committee shall prepare a notice for transmission on the Heritage Harbour Television Channel and posting on the Association's web site. The notice shall identify the successful candidates in each District for which the election was held.
3. The Management Agent shall post the election results in a prominent place in the Lodge.
4. The Secretary shall submit a report on the election to the Board at its next meeting. This report becomes the record of the election results and shall be included in the minutes of the meeting.

	Yes	No	Abstain
--	-----	----	---------

ABSENT

Marguerite F. Garlick, District 1

_____	_____	_____
-------	-------	-------

ABSENT

Frederick H. Lamartin, District 2

_____	_____	_____
-------	-------	-------

Edward Elliott

Edward Elliott, District 3

_____ ✓	_____	_____
---------	-------	-------

Ernest Crofoot

Ernest Crofoot, District 4

_____ ✓	_____	_____
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J. Fred Woolard

J. Fred Woolard, District 5

_____ ✓	_____	_____
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John Davis  
 John Davis, District 6

✓ \_\_\_\_\_

Arthur C. Rudmann  
 Arthur Rudmann, District 7

✓ \_\_\_\_\_

Administrative Resolution No. 6 was duly approved at a regular meeting of the Board of Directors on April 9, 2002.

Robert N. Bartel

Robert N. Bartel, Secretary, Heritage Harbour Community Association, Inc.

EXHIBIT A  
SAMPLE LETTER TO SOLICIT NOMINATIONS

BOOK 0024 PAGE 338

[Association Letterhead]

[date]

To: Class A Members of Heritage Harbour Community Association, Districts \_\_\_\_ and \_\_\_\_

Subject: Nominations for Director

Dear Member:

On October [date] , the Heritage Harbour Community Association (the Association) will hold and election for Directors from Districts \_\_\_\_ and \_\_\_\_ . The Directors elected will begin serving a three-year term beginning upon election.

The purpose of this letter is to solicit nominations for Director from your District. As required by the By-laws of the Association, both the nominator and nominee must be Class A members in the District for which the election is held. You may nominate yourself or another person within your District.

Please use the enclosed Nomination Form to submit your nomination. You may mail the Nomination Form to the Lodge Office or place the form in the box in the Lobby of the Lodge. The deadline for submitting nominations is [date six weeks prior to election]].

If you have any questions, you may call me or any other member of the Nominating Committee. Members of the Committee are: [names of person on the Committee]

Sincerely,

Chair, Nominating Committee

DISTRICTS

DISTRICT \_\_\_\_ - (Describe the Districts for which the election will be held.)



EXHIBIT A  
NOMINATION FORM

BOOK 0024 PAGE 339

To: **Nominating Committee**

Today's Date \_\_\_\_\_

I nominate the following person from District \_\_\_\_\_ as a candidate for election to the Heritage Harbour Community Association's Board of Directors. **(The nominee must be a Class A member who owns a lot in your District. You may nominate yourself.)**

Name of Nominee \_\_\_\_\_

Address of Nominee \_\_\_\_\_

I am a Class A member of the Heritage Harbour Community Association.

My Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

**PLEASE MAIL THIS FORM TO THE LODGE OFFICE OR DEPOSIT IT IN THE BOX  
LOCATED IN THE LODGE LOBBY NO LATER THAN [date six week prior to election].**

## FORMAT FOR CANDIDATE PROFILES

Each candidate is requested to submit the following information using the format shown. This information will be published in *Harbour Lights* and provided by letter to non-resident Class A members of the Association. The text is limited to 300 words. Any text over this word limit may be deleted. Your Candidate Profile must be received in the Lodge Office by *[Insert deadline date, which is generally within three days following the close of the nominations.]*

**Name:** First, MI, Last (Include nick-name if desired)

**Address:** Number and street

**Background:** Include a brief summary of education, occupation(s) or past experience which you believe may be pertinent.

**Previous Service to Heritage Harbour:** Include membership on committees or involvement in Community activities.

**Objectives if Elected:** Briefly describe your objectives if elected as Director.

EXHIBIT C  
SAMPLE LETTER TO NON-RESIDENT CLASS A MEMBERS

BOOK 0024 PAGE 341

[Association Letterhead]

[Date]

To: Non-Resident Members of Heritage Harbour Community Association, Districts \_\_\_\_ and \_\_\_\_

Subject: Election of Heritage Harbour Community Association Directors

Dear Member:

On October [date], the Heritage Harbour Community Association, Inc. (the Association) will hold an election of Directors for Districts \_\_\_\_ and \_\_\_\_, as provided in Article V, Section 4, of the By-laws of the Association. The records of the Association show that you are the current owner of property in Heritage Harbour and, as such, are a Class A member entitled to vote in this election.

Enclosed are the Voting Requirements and Procedures and the Candidate Profiles for the candidates in your voting district. You may vote in person at the election to be held at the Heritage Harbour Lodge on October [date] between the hours of 10:00 a.m. and 3:00 p.m. *(or at such time as the Board may otherwise designate)*. As an alternative you may request an absentee ballot using the enclosed form and cast your vote by mail.

If you have any questions, you may call the Lodge Office on 410 266-8677.

Sincerely,

President

Enclosures: Voting Requirements and Procedures  
Candidate Profiles  
Absentee Ballot Request

### VOTER ELIGIBILITY

The following is an excerpt from the By-laws of the Association, Article V, Section 4.

(f) Voting:

- (i) Only Class A memberships may vote for Directors. Each Class A member may cast one vote, in person or by absentee ballot, in an election for each District in which the members owns a Lot.
- (ii) In the event a Lot is owned by more than one person, only one vote may be cast at any election. The vote may be exercised by any of the owners.
- (iii) In the event that any Lot is owned by a corporation, then the vote shall be cast by a person designated in a certificate signed by the president or any vice president of such corporation and attested by the secretary or an assistant secretary of such corporation and filed with the Secretary of the Association prior to the election.
- (iv) In the event a Lot is owned by a trust or partnership, then the vote may be exercised by any trustee or partner thereof.
- (v) No Class A member shall be eligible to vote, either in person or by proxy, or to be elected to the Board of Directors, who is shown on the books or management accounts of the Association to be more than sixty (60) days delinquent in any payment due the Association.

### VOTING PROCEDURES

Members may vote in person on [date] between the hours of 10:00 a.m. and 3:00 p.m. *(or at such time as the Board may otherwise designate)* at the Lodge. When a member presents himself/herself at the polls, he/she will be required to give his/her name and address to the registrar to obtain a ballot. Ballots shall be marked secretly and deposited in the ballot box.

Members may vote by absentee ballot. Absentee ballots are issued by the Management Agent upon receipt of a Absentee Ballot Request form. The Absentee Ballot Request form must be requested by the member by mail or in person from the Lodge Office. Upon receipt of an Absentee Ballot Request, the Management Agent will provide a ballot for the appropriate District in an unsealed envelope. Absentee ballots must be returned in this enveloped (sealed) by the close of the election. The ballot may be returned by depositing it into the box provided in the Lodge Lobby or my mail to the Lodge Office. The member assumes all responsibility for use of the U.S. Postal Service. A member may withdraw his/her absentee ballot by voting in person.

## EXHIBIT E

## REQUEST FOR ABSENTEE BALLOT

Name of Class A Member: \_\_\_\_\_

Heritage Harbour Address: \_\_\_\_\_

Mail Ballot to:\* \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* You may obtain your ballot in person at the Lodge Office or by mail. The ballot will be issued to you in an unsealed envelope which is marked with your name, address and the ballot number.

If you submit this form in person at the Lodge Office, a ballot will be issued and you may mark the ballot, seal it in the envelope provided, and deposit it into the box in the Lodge Lobby. Office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday.

If you submit this form by mail, the ballot will be sent to the address given above. The ballot must be returned sealed in the envelope provided or your vote will not be counted.

Absentee ballots must be returned before the close of the election at 3:00 p.m. on October [date]. You assume full responsibility for the return of the ballot before the close of the election.

**AMENDMENT  
TO HOMEOWNERS DISCLOSURE  
STATEMENT FOR**

**HERITAGE HARBOUR  
COMMUNITY ASSOCIATION, INC.  
(Annapolis)**

For deposit with the Circuit Court for Anne Arundel County this 21<sup>st</sup> day of May, 2002.

- 1. Policy Resolution No. 2 - Amendment 3 - Board of Director Policies (approved April 9, 2002)**

- ✓ 2. Administrative Resolution No. 6 - Election of Directors (approved April 9, 2002)

Return original to : *Heritage Harbour Community Association, Inc.*  
*959 River Strand Loop*  
*Annapolis, Maryland 21401*

Return certified copy to: *Elmore & Associates, P.A.*  
*5 Riggs Avenue*  
*Severna Park, Maryland 21146*  
*(410) 544-6644*

FINANCIALS AND					
TOTAL					387
Costs:					
- Direct					1974
- Indirect					1974
Net Profit					1974
Mar 26, 1972					1974

## HERITAGE HARBOUR COMMUNITY ASSOCIATION

### ADMINISTRATIVE RESOLUTION NO. 6

BOOK 0024 PAGE 331

#### ELECTION OF DIRECTORS

**WHEREAS**, Article V, Section 4 of the By-laws of the Heritage Harbour Community Association Inc. contains provisions for the election of Directors; and

**WHEREAS**, by Policy Resolution No. 1 the Board of Directors set forth its authority and intention to establish policies and procedures deemed necessary for the efficient and effective administration of the Association and for carrying out the affairs of the Association.

**NOW, THEREFORE, BE IT RESOLVED THAT** the following procedures are hereby established for elections of Directors.

#### I. RESPONSIBILITIES

A. The President of the Association shall appoint committees prior to each election, as required by the By-Laws of the Association.

1. A Districting Committee may be appointed at least one hundred and twenty (120) days prior to an election, if needed to review the boundaries of the seven (7) voting districts. The Districting Committee shall be composed of seven (7) Class A members, one member from each Voting District. The Board must act upon any recommended revisions to the district boundaries prior to the solicitation of nominations.

2. A Nominating Committee shall be appointed at least ninety (90) days prior to the election. The Nominating Committee shall be composed of three (3) or more members, at least one member from each District for which there will be an election of Director. The names of those appointed to the Nominating Committee shall be announced by a notice placed in *Harbour Lights* or on the Heritage Harbour Television Channel.

3. An Election Committee shall be appointed at least sixty (60) days prior to the election. The Election Committee shall be composed of five (5) or more Class A members, at least one member from each District for which there will be an election of Director.

B. The Management Agent is responsible for:

1. Maintaining a current list of all Class A members of the Association; and
2. Providing clerical and administrative support in carrying out the procedures contained in this Resolution.

C. The Secretary of the Association is responsible for oversight of the election to ensure that the election is conducted in accordance with these procedures. The Secretary shall report to the Board of Directors on the election, to include recommendations for revisions of the procedures contained in this Resolution.

## II. PROCEDURES

### A. Nominations.

1. The Nominating Committee must establish the date for closing nominations, which should be not later than six (6) weeks prior to the election. In establishing the closing date, the Committee must take into consideration the need to submit Candidate Profiles for publication in the October issue of *Harbour Lights*.
2. At least sixty (60) days prior to the date of the election the Chair of the Nominating Committee shall solicit nominations by *Harbour Lights* insert to each Class A member in the Districts for which an election is to be held. The notice shall contain the following information and provide a form for making nominations. (See Exhibit A)
  - a. The term of the vacancy to be filled, whether one, two or three years.
  - b. The requirement that both the nominator and the nominee must be a Class A member in the District for which the election is to be held.
  - c. That a person may nominate himself or herself.
  - d. That nominations must be received not later than the established date for closing nominations. Nominations may be mailed to the Lodge Office or deposited in the locked box designated for that purpose at the Lodge.
3. As nominations are submitted, the Nominating Committee shall review each nomination to determine if the nominator and nominee meet the eligibility requirements. The Chair of the Committee shall consult with the Management Agent to ensure that the nominee is not sixty (60) days delinquent in any payment due the Association.
4. The Nominating Committee shall contact each eligible nominee by letter or other suitable means to ascertain whether the nominee agrees to become a candidate.
5. The Chair of the Nominating Committee shall provide to each candidate by letter, or other suitable means, instructions for submitting a Candidate Profile within three (3) days after the close of the nominations.. The format for the Candidate Profile is contained in Exhibit B.



6. The Chair of the Nominating Committee shall submit the Candidate Profiles for publication in the October issue of *Harbour Lights*. If any candidate has not submitted a Candidate Profile by the deadline date, the Chair of the Nominating Committee shall submit a notice that the Candidate Profile was not available for publication. (In general, Candidate Profiles should be received not later than three (3) days after the nominations close.)

#### B. Notice of Election

1. The Chair of the Election Committee shall submit the following for publication in the October issue of *Harbour Lights*.

- a. Notification of the date, time and place of the election.
- b. Notification of the date absentee ballots will be available.
- c. The Voter Eligibility and Voting Procedures contained in Exhibit D of this Resolution.

2. At least fifteen (15) days prior to the election, the President of the Association shall send a letter to each non-resident Class A member in the District(s) for which the election is to be held. The letter shall be sent to the address shown in the records of the Association and shall contain the following information. (See Exhibit C)

- a. The Biographical Notes for candidates in that member's District.
- b. An application for an absentee ballot.
- c. A copy of the Voting Requirements and Procedures contained in this Resolution.

3. At least two weeks prior to the election, the Chair of the Election Committee shall submit a notice of the date, time and place of the election to be shown on the Heritage Harbour Television Channel. The notice shall run until the day of the election.

#### C. Ballots

1. At least 15 days prior to the election, the Management Agent shall print ballots for each of the Districts for which the election is to be held. The ballots shall be a separate color for each District and shall be sequentially numbered. Each District ballot shall contain the names of each candidate for that District with a box for the voter to select the candidate of choice.

2. Absentee ballots shall be issued by the Management Agent upon receipt of a Request

for Absentee Ballot from the member. A member may request an application in person or by mail. By requesting an application by mail, the requestor assumes all responsibility for the use of the U.S. Postal Service.

- a. Upon receipt of an application for an absentee ballot, the Management Agent shall ascertain whether the requestor is a Class A member in the District for which the ballot is requested and whether the requestor is not more than sixty (60) days delinquent in any payment due the Association.
- b. The Management Agent shall maintain a register of absentee ballots issued to include the ballot number and the name of the member to whom issued.
- c. The absentee ballot will be delivered to the requestor in person or by mail. The ballot will be issued in an unsealed envelope on which is recorded the name and address of the member to whom issued and the number of the ballot.
- d. With each absentee ballot issued, the Management Agent shall include instructions that the ballot must be returned sealed in the envelope provided and received before the close of the election. The ballot may be mailed to the Lodge Office or deposited in the box provided for that purpose. By mailing ballots, members assume all responsibility for the use of the U.S. Postal Service.
- e. Members may elect to withdraw their absentee ballot by appearing at the election to vote in person.

D. Conduct of the Election

1. On the day before the election, the Management Agent shall provide to the Chair of the Election Committee a Voting List of Class A members and addresses for each of the Districts for which the election is to be held. Spaces shall be provided for the entry of ballot numbers and for the initials of voters. The Management Agent shall identify any members on the list who are more than sixty (60) days delinquent in any payment due the Association.
2. Prior to the opening of the polls, the Chairman of the Election Committee shall obtain the absentee ballots from the Management Agent. The Chair shall determine if the absentee ballot is eligible for counting. If eligible, the number of the ballot shall be entered for that membership on the Voting List.
3. The Chair of the Election Committee shall appoint at least one person to serve as a registrar for each District for which an election is being held. It shall be the duty of the registrar(s) to:

- a. Determine the eligibility of voters by verifying that the names of persons presenting themselves are contained on the appropriate Voting List; and
  - b. Record the number of the ballot issued to each eligible voter; and
  - c. Obtain the initials of voters in the space provided; and to
  - d. Ensure that only one ballot is issued for any one Class A membership.
4. When the polls have opened, a member may obtain a ballot to vote in person by providing his/her name and address to the registrar for the District in which the member is an owner.
  5. Only one ballot may be issued for any Class A membership, regardless of the number of persons holding that membership. It shall be the member's responsibility to determine which person shall cast the ballot for the membership.
  6. If a member's name is not on the Voting List, the Chair of the Election Committee shall request the Management Agent to review the Association's records to determine whether that member is entitled to vote in the election. Any disagreement shall be resolved by the Chair of the Election Committee, whose decision shall be final.
  7. After a member has marked the ballot, he/she shall deposit the ballot in a locked box provided for that purpose.

E. Counting the Votes

1. Immediately following the close of the polls, the Chair of the Election Committee shall remove absentee ballots from their envelopes and add those ballots to the those ballots cast in person.
2. The Voting Lists, absentee ballot envelopes, and any other documents related to the voting shall be turned over to the Management Agent for safe keeping.
3. Two members of the Election Committee shall separately count votes for each District election. The Management Agent shall confirm the count.
4. The Secretary of the Association, or his/her designee, shall be present during the counting of the ballots. Each Candidate may appoint a person to observe the counting, but the observer may not participate in the count. No other persons shall be allowed to observe the counting.
5. Any member of the Election Committee or an authorized observer may challenge the

eligibility of a ballot. If the reason for the challenge cannot be immediately resolved, the challenged ballot shall be sealed in a blank envelope which shall then be sealed in a second envelope on which the voter's name, district and reason for the challenge is indicated on the outside. Such challenged ballot shall be set aside and not counted with regular ballots unless the challenged ballot(s) could change the outcome of the election. In that event, the election outcome will remain unresolved until a sufficient number of challenged ballots have been fully evaluated and disposition properly established to secure a final outcome.

F. Notification of Election Results

1. Following the completion of the count, the Chair of the Election Committee shall inform the President of the Association of the results. The President or his/her designee shall telephone, or otherwise contact, all candidates to notify them of the election results.
2. The Chair of the Election Committee shall prepare a notice for transmission on the Heritage Harbour Television Channel and posting on the Association's web site. The notice shall identify the successful candidates in each District for which the election was held.
3. The Management Agent shall post the election results in a prominent place in the Lodge.
4. The Secretary shall submit a report on the election to the Board at its next meeting. This report becomes the record of the election results and shall be included in the minutes of the meeting.

	Yes	No	Abstain
--	-----	----	---------

ABSENT

Marguerite F. Garlick, District 1

_____	_____	_____
-------	-------	-------

ABSENT

Frederick H. Lamartin, District 2

_____	_____	_____
-------	-------	-------

Edward Elliott

Edward Elliott, District 3

_____✓_____	_____	_____
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Ernest Crofoot

Ernest Crofoot, District 4

_____✓_____	_____	_____
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J. Fred Woolard

J. Fred Woolard, District 5

_____✓_____	_____	_____
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John Davis  
 John Davis, District 6

✓ \_\_\_\_\_

Arthur C. Rudmann  
 Arthur Rudmann, District 7

✓ \_\_\_\_\_

Administrative Resolution No. 6 was duly approved at a regular meeting of the Board of Directors on April 9, 2002.

Robert N. Bartel

Robert N. Bartel, Secretary, Heritage Harbour Community Association, Inc.

EXHIBIT A  
SAMPLE LETTER TO SOLICIT NOMINATIONS

BOOK 0024 PAGE 338

[Association Letterhead]

[date]

To: Class A Members of Heritage Harbour Community Association, Districts \_\_\_\_ and \_\_\_\_

Subject: Nominations for Director

Dear Member:

On October [date] , the Heritage Harbour Community Association (the Association) will hold and election for Directors from Districts \_\_\_\_ and \_\_\_\_ . The Directors elected will begin serving a three-year term beginning upon election.

The purpose of this letter is to solicit nominations for Director from your District. As required by the By-laws of the Association, both the nominator and nominee must be Class A members in the District for which the election is held. You may nominate yourself or another person within your District.

Please use the enclosed Nomination Form to submit your nomination. You may mail the Nomination Form to the Lodge Office or place the form in the box in the Lobby of the Lodge. The deadline for submitting nominations is [date six weeks prior to election]].

If you have any questions, you may call me or any other member of the Nominating Committee. Members of the Committee are: [names of person on the Committee]

Sincerely,

Chair, Nominating Committee

DISTRICTS

DISTRICT \_\_\_\_ - (Describe the Districts for which the election will be held.)

EXHIBIT A  
NOMINATION FORM

BOOK 0024 PAGE 339

To: **Nominating Committee**

Today's Date \_\_\_\_\_

I nominate the following person from District \_\_\_\_\_ as a candidate for election to the Heritage Harbour Community Association's Board of Directors. **(The nominee must be a Class A member who owns a lot in your District. You may nominate yourself.)**

Name of Nominee \_\_\_\_\_

Address of Nominee \_\_\_\_\_

I am a Class A member of the Heritage Harbour Community Association.

My Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

**PLEASE MAIL THIS FORM TO THE LODGE OFFICE OR DEPOSIT IT IN THE BOX  
LOCATED IN THE LODGE LOBBY NO LATER THAN [date six week prior to election].**

## FORMAT FOR CANDIDATE PROFILES

Each candidate is requested to submit the following information using the format shown. This information will be published in *Harbour Lights* and provided by letter to non-resident Class A members of the Association. The text is limited to 300 words. Any text over this word limit may be deleted. Your Candidate Profile must be received in the Lodge Office by *[Insert deadline date, which is generally within three days following the close of the nominations.]*

**Name:** First, MI, Last (Include nick-name if desired)

**Address:** Number and street

**Background:** Include a brief summary of education, occupation(s) or past experience which you believe may be pertinent.

**Previous Service to Heritage Harbour:** Include membership on committees or involvement in Community activities.

**Objectives if Elected:** Briefly describe your objectives if elected as Director.



EXHIBIT C  
SAMPLE LETTER TO NON-RESIDENT CLASS A MEMBERS

[Association Letterhead]

[Date]

To: Non-Resident Members of Heritage Harbour Community Association, Districts \_\_\_\_ and \_\_\_\_

Subject: Election of Heritage Harbour Community Association Directors

Dear Member:

On October [date], the Heritage Harbour Community Association, Inc. (the Association) will hold an election of Directors for Districts \_\_\_\_ and \_\_\_\_, as provided in Article V, Section 4, of the By-laws of the Association. The records of the Association show that you are the current owner of property in Heritage Harbour and, as such, are a Class A member entitled to vote in this election.

Enclosed are the Voting Requirements and Procedures and the Candidate Profiles for the candidates in your voting district. You may vote in person at the election to be held at the Heritage Harbour Lodge on October [date] between the hours of 10:00 a.m. and 3:00 p.m. (*or at such time as the Board may otherwise designate*). As an alternative you may request an absentee ballot using the enclosed form and cast your vote by mail.

If you have any questions, you may call the Lodge Office on 410 266-8677.

Sincerely,

President

Enclosures: Voting Requirements and Procedures  
Candidate Profiles  
Absentee Ballot Request

### VOTER ELIGIBILITY

The following is an excerpt from the By-laws of the Association, Article V, Section 4.

(f) Voting:

- (i) Only Class A memberships may vote for Directors. Each Class A member may cast one vote, in person or by absentee ballot, in an election for each District in which the members owns a Lot.
- (ii) In the event a Lot is owned by more than one person, only one vote may be cast at any election. The vote may be exercised by any of the owners.
- (iii) In the event that any Lot is owned by a corporation, then the vote shall be cast by a person designated in a certificate signed by the president or any vice president of such corporation and attested by the secretary or an assistant secretary of such corporation and filed with the Secretary of the Association prior to the election.
- (iv) In the event a Lot is owned by a trust or partnership, then the vote may be exercised by any trustee or partner thereof.
- (v) No Class A member shall be eligible to vote, either in person or by proxy, or to be elected to the Board of Directors, who is shown on the books or management accounts of the Association to be more than sixty (60) days delinquent in any payment due the Association.

### VOTING PROCEDURES

Members may vote in person on [date] between the hours of 10:00 a.m. and 3:00 p.m. *(or at such time as the Board may otherwise designate)* at the Lodge. When a member presents himself/herself at the polls, he/she will be required to give his/her name and address to the registrar to obtain a ballot. Ballots shall be marked secretly and deposited in the ballot box.

Members may vote by absentee ballot. Absentee ballots are issued by the Management Agent upon receipt of a Absentee Ballot Request form. The Absentee Ballot Request form must be requested by the member by mail or in person from the Lodge Office. Upon receipt of an Absentee Ballot Request, the Management Agent will provide a ballot for the appropriate District in an unsealed envelope. Absentee ballots must be returned in this enveloped (sealed) by the close of the election. The ballot may be returned by depositing it into the box provided in the Lodge Lobby or my mail to the Lodge Office. The member assumes all responsibility for use of the U.S. Postal Service. A member may withdraw his/her absentee ballot by voting in person.

## EXHIBIT E

## REQUEST FOR ABSENTEE BALLOT

Name of Class A Member: \_\_\_\_\_

Heritage Harbour Address: \_\_\_\_\_

Mail Ballot to:\* \_\_\_\_\_

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

\* You may obtain your ballot in person at the Lodge Office or by mail. The ballot will be issued to you in an unsealed envelope which is marked with your name, address and the ballot number.

If you submit this form in person at the Lodge Office, a ballot will be issued and you may mark the ballot, seal it in the envelope provided, and deposit it into the box in the Lodge Lobby. Office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday.

If you submit this form by mail, the ballot will be sent to the address given above. The ballot must be returned sealed in the envelope provided or your vote will not be counted.

Absentee ballots must be returned before the close of the election at 3:00 p.m. on October [date]. You assume full responsibility for the return of the ballot before the close of the election.