

Election Committee

May 8, 2019 – 2:00 P.M.

Eldorado Community Center Conference Room

1. **1. Call to Order**

The meeting was called to order by Vice Chair Butch Gorsuch at 2:06 P.M. Members present were Mary Cassidy, Jody Price (via phone) and Kathie Graham. Bette Knight was excused. Board Liaison David McDonald was present as was Anna Hansen from HOAMCO.

2. **2. Approval of Previous Minutes**

The minutes for April 19, 2019 were approved 4-0 via email on April 30, 2019. The request for posting these minutes to the website was made the same day.

A motion was made by Kathie and seconded by Mary to confirm the 4-0 email votes approving the April 19, 2019 minutes. Motion carried 3-0, one abstaining.

3. **3. Approval of Agenda**

To allow her to return to other tasks, Butch requested we address 7A first for Anna's report regarding Staff's responsibility for issuing duplicate Quorum Proxy Statements to requesting members. A motion was made by Mary seconded by Kathie to amend the Agenda as per discussion. Motion carried by voice vote 4-0.

4. **4. Open Forum (5 minutes per person, 20 minutes maximum)**

None.

5. **5. Board Liaison Report**

David Sorkin was appointed to the Board at the last Board meeting. His term expires 2020. The Board interviewed Nancy Sulzberg for a position ending 2022. Joseph Gutierrez will also be interviewed for a 2022 position.

Bylaws Ad-hoc Committee: Butch will be on the Committee and they are looking for additional members.

The Board is planning a retreat. If the Election Committee wants to suggest something for the Board's consideration we are invited to do so.

Bette voiced a concern to Butch that the minimum time was not provided between advertising and interviewing prospective members. After discussion, it was decided the minimum 30-day requirement had been met.

6. **6. Old Business**

7. Election Checklist

Reviewed and updated.

A. OneDrive documents Review - Status

The deletion of the agreed upon documents has been delayed but will be completed soon.

7. 7. New Business

8. A. QPS Counting - May 3, 2019 - Debriefing.

Committee suggestions:

*Henceforth, there won't be any marking on replacement ballots, or QPS, as state law forbids any identifying marks.

*Suggest having 30 envelopes marked "Replacement". (Leftovers can be used next year.)

Mary asked about staff training. Anna stated it was very helpful and requested doing it next year as a refresher. She said the Election checklist and list of steps were most helpful.

Butch asked Anna if she had feedback regarding the process for dispensing duplicates. A discussion ensued regarding marking the envelopes with "R" for replacement documents to aid in ballot/QPS logistics.

Anna had some complaints from some multi-lot owners who had not received the correct number of ballots/QPS. David suggested sending a letter to multi-lot owners that they will receive multiple packets and explain they need to open each packet to retrieve the ballot and/or QPS and return all of them in one or more official return envelopes. Another suggestion was to consider consolidating multi-lot mailings into a single envelope (one packet, one return envelope and as many ballots and quorum proxies as required). This extra effort may be worth it if mailing costs are significantly reduced.

Other Committee suggestions:

*Clarify instructions regarding the return of the QPS as the only return item.

*Put a sign on the ballot box that a valid return envelope must be used to return the ballot and/or QPS.

*Use a different color for QPS each year.

1. Delivery of Letter Stating Quorum at Annual Meeting

Done.

1. Scheduling of 2018 Record Retention

Done.

8. 8. Adjournment

The next meeting will be on Wednesday, June 12, 2019, 2:00 – 4:00 P.M. at the Eldorado Community Center Conference Room. The meeting was adjourned at 3:12 p.m.

Respectfully submitted,

Kathie Graham, Secretary