Procedures for Counting the Ballots in Any Election  
For Ashcombe Farms Dover HOA

1. According to the By-laws the HOA Executive Board Secretary is the person responsible to count the ballots and to keep the record of this count. However, if the secretary's name is on the ballot, the secretary may not collect the ballots from the HOA drop box or the US Post Office Box.

2. If any current Executive Board member, including the HOA Secretary, is up for re-election that person may not remove items from the HOA drop box or the US Post Office Box. Another Board officer designated by the Executive Board as the responsible person to perform that duty.

3. Once a vote is cast whether by ballot or proxy, the vote shall not be amended.

4. A valid ballot always invalidates a proxy held by another lot owner.

5. All candidates for the election of the Executive Board, the current Executive Board, and the Community Support Committee, will be invited. Any lot owner who wishes to attend the counting of the ballots may also attend.

6. The date and time for the counting of the ballots will be announced by email to those listed above (Executive Board members, Candidates, and CSC); and in addition the date and time will be placed on the website. Any lot owner within the HOA may also be an observer to the counting of the ballots.

7. Actual Counting of Ballots:
   a. The Secretary of the HOA shall arrange all of the ballots cast in number order by street address, using the address label and a lot owner signature for validating the ballots.
   b. Compare copies all of valid proxies to the ballots cast to ensure no overlap occurs - so no lot will have cast a ballot twice. Staple a copy of any lot owner's proxy to his/her valid ballot if one has been cast.
   c. Staple copies of any other proxies to the proxy holder's ballot, cast when a particular lot owner votes those proxies. Adjust the number of proxies and votes cast according to the new and valid count. Some of the proxies held by a particular lot owner may be attached to a valid ballot as noted in b. above.
   d. The steps listed in a.-c. above may be done prior to the actual counting of the ballots.
   e. Check off each lot (on the complete HOA address list) as their vote is counted whether by proxy or a valid ballot which was cast.
   f. Record the vote for each candidate on a separate sheet of paper. Place a check mark on the ballot showing that the vote was recorded.
   g. Total the number of votes cast for each candidate.
   h. Have the HOA secretary and any witnesses sign the election results verifying that this total is correct and accurate.

8. All ballots, copies of all proxies used in the election, and the signed verification of election results must be kept in the HOA files (and/or at the attorney's office) for at least 7 (seven) years from the date of counting the ballots.

9. The HOA secretary will mail letters to all candidates announcing the results of the election. The results of the election will also be placed on the website and in the next HOA newsletter.