

CLUSTER COMMITTEE 2019 ELECTION PACKET



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**CLUSTER COMMITTEE CANDIDATE PETITION DUE
JANUARY 23, 2019 BY 5:00 PM**

**Burke Centre Conservancy Office
6060 Burke Centre Parkway, Burke, VA 22015**



CONSERVANCY

NATURE & COMMUNITY IN HARMONY

November 1, 2018

Dear Cluster Members:

The 2019 Conservancy election will be held on March 16, 2019. For the upcoming election your cluster may elect three or more members to serve on the cluster committee. If less than three candidates are elected, they will be appointed as cluster caretaker(s) until such time as the cluster brings forward a valid cluster committee (at least 3 members).

The following petition form is provided for your use in establishing a cluster slate for the upcoming election. This form should be returned to the Conservancy office by January 23, 2019. It may be used for a group of cluster members running as a slate, or it may indicate an individual's intention to run.

Note: Cluster Committee candidates must be Conservancy members in good standing as of the established deadline, who are owners or renters of a home(s) located within the cluster.

If you have any questions regarding your cluster committee, please contact Jeannie Winslow at the Conservancy office, (703) 978-2928; e-mail: jeannie@burkecentre.org. Please also visit www.burkecentre.com for more information about how clusters work within Burke Centre.

Sincerely,

The 2018 Election Committee

**BURKE CENTRE CONSERVANCY
2018 ELECTION POLICIES AND CANDIDATE PROCEDURES**

I. GENERAL

All actions associated with the election process will be accomplished in accordance with the timelines outlined at Appendix A.

II. TRUSTEE CANDIDATE ELIGIBILITY

Board of Trustees candidates must be owners of property in Burke Centre, and Conservancy members in good standing as of the Trustee candidate deadline. **Note:** A Conservancy member will be considered in good standing only if: all assessment installments (meaning not more than 60 days overdue) have been deposited through the Board-designated lock box or by electronic means and posted at the bank determined by the Board of Trustees as depository; and the member has no outstanding cited ARB Standards violations that remain uncorrected after the owner has been afforded access to all steps of due process in accordance with Conservancy procedures.

Trustee Candidates for Neighborhood Trustee positions (i.e., the Commons, Landings, Oaks, Ponds, and Woods) must be owners of property and residents of their respective neighborhood service district. All trustee candidates shall be elected for a term of two years. To appear on the official Burke Centre Conservancy Election Ballot, a Trustee candidate must submit to the Conservancy office *in a tamper-proof envelope* (provided), the following Election Packet:

- Trustee Candidate Petition Form
- Candidacy Statement Form
- Trustee Acknowledgement Form
- Optional Candidate photograph

These forms are described below and are available at the Burke Centre Conservancy office and online at: www.burkecentre.com.

Beginning **November 1st of the election cycle**, potential Trustee candidates may announce their candidacy. This may be done prior to completing requirements of the Election Packet. Written forms of communication, e.g., mail/email, are an acceptable means of signifying intent for candidacy. The Conservancy's Director of Administration is the point of contact for candidacy and will make a record of the intent and seek to publicize it to residents. Election Packets may be completed subsequent to the announcement but not later than the established deadline.

A. TRUSTEE CANDIDATE PETITION FORM

Trustee petitions will be considered invalid if there are less than ten signatures of members in good standing.

Collecting signatures. Signatories on candidate's petitions will be required to come from the neighborhood in which the candidate is running.

- In the case of At-Large candidates, two signatures from each of the five neighborhoods are required.
- Signatures may not be collected from trustees, trustee candidates, Conservancy staff members or relatives of candidates.
- Only one signature per household will be counted.

It is strongly recommended, as a safe-guard in case a resident is determined later to be ineligible, that Trustee candidates collect 12 or more signatures to better ensure that 10 are valid. It is not up to the candidate to ask whether or not a person is in good standing.

If, by no fault of the candidate, less than ten signatures are deemed valid, a 48-hour grace period will be provided for candidates to collect additional signatures.

B. TRUSTEE CANDIDACY STATEMENT FORM

This form requests general contact information such as the candidate's name (as it should appear on the ballot), address, phone numbers, e-mail address, etc. It also requires a general candidacy statement, separated into three sections: BACKGROUND INFORMATION; BURKE CENTRE ACTIVITIES (*i.e., Boards, task forces, Cluster Committees, scouts, etc.*); and GOALS & OBJECTIVES. This unedited statement will be published in the *Conservator* as written (with the exception of potentially slanderous or libelous material). The combination of BACKGROUND INFORMATION and GOALS & OBJECTIVES must not exceed 300 words. Burke Centre Activities do not count against this limit. Neither the Election committee nor the Conservancy staff is responsible for verifying the accuracy of biographical information provided by trustee candidates.

C. TRUSTEE CANDIDATE ACKNOWLEDGEMENT

Trustee candidates are asked to acknowledge formally that they fulfill applicable residency requirements, are members of the Burke Centre Conservancy in good standing, and that, if elected, they intend to serve a full two-year term. Additionally, candidates acknowledge the requirement to resign their position if they become in arrears in payment of their assessments (60 days or more past due), or otherwise lose their status as a member in good standing, or if they miss three consecutive unexcused meetings of the Board of Trustees.

D. CANDIDATE PHOTOS (optional)

Trustee candidates are asked to provide a current hard copy or digital photograph for inclusion in the *Conservator* and Burke Centre web site during the election. If a candidate confirms *in advance* that a file photo is available, it may be used.

E. TRUSTEE CANDIDATE PACKETS

Packets for Trustee candidates will be opened upon receipt in the Conservancy office. The staff will verify petition and candidate packet. Those candidates whose packets are found in order will be verified by Election Committee (EC) personnel and announced. Those candidates whose packets are not in order will be notified of the shortcoming by EC personnel.

III. CLUSTER COMMITTEE CANDIDATE ELIGIBILITY

To appear on the official Burke Centre Conservancy Election Ballot, Cluster Committee candidates must be Conservancy members in good standing as of the established deadline, who are the owners or renters of a home(s) located within the cluster.

Cluster Committee candidates must submit a Cluster Petition Form to the Conservancy office, no later than the established candidate deadline. The petition form may be used for a group of cluster members running as a slate, or it may be used by an individual to run as a Cluster Committee candidate. This form is available at the Burke Centre Conservancy office and online at: www.burkecentre.com. Other forms of communication e.g., mail or email is also an acceptable means of signifying intent for candidacy. Cluster Committee candidates who are not in good standing as of the established deadline will be excluded from the official election ballot.

Each Cluster Committee comprises three or more candidates who are elected to serve for a term of two years. If less than three cluster candidates are elected, they will be appointed by the Board of Trustees as cluster caretakers. Board appointments of up to three members may be made following the election in clusters where less than three members were elected. Once a committee is established (i.e., three or more members), the Board of Trustees may only appoint additional members to serve on the Cluster Committee with the written consent of a majority of the Cluster Committee and by a majority vote of the Board of Trustees.

IV. CAMPAIGNING GUIDELINES

A. CONSERVATOR COVERAGE

Once their eligibility has been confirmed and all requirements met and verified Board of Trustees candidacy statements will be published in the February and March *Conservator*. There will be a submission deadline established for all eligible trustee candidates.

Incumbent Trustees may publish monthly articles in the February and March *Conservator* as long as they do not express partisan political views. Trustees are encouraged to publish their intention to run or not run for re-election by so stating in their December *Conservator* monthly article. However, letters to the Editor/Commentaries from trustee candidates referencing the Burke Centre election will not be published in the February or March edition of the *Conservator*.

B. DOOR-TO-DOOR CAMPAIGNING

Door-to-door campaigning is permitted. Candidates are, however, asked to respect the privacy and schedules of their neighbors. Taping campaign material to doors or property is prohibited. Candidates, and their representatives, are responsible for knowing solicitation policies throughout the community and in particular, in the Woodwalk, Burke Cove, Walden, Oakwood, and Burke Centre Station Commons (*refer to Section III-E below*) neighborhoods.

C. CAMPAIGNING AT CLUSTER MEETINGS

Candidates are permitted to campaign during Cluster Committee meetings only if invited and only with prior approval from the Cluster Committee. Candidates should contact the cluster chairperson for details.

D. CAMPAIGNING AT NEIGHBORHOOD COUNCIL MEETINGS

Campaigning at Neighborhood Council meetings is permitted after prior notification to be placed on the agenda and only during such a time as designated by the Neighborhood Trustee. Equal time shall be allotted for all candidates interested in addressing these audiences. Please contact the Neighborhood Trustee for details.

E. CAMPAIGNING IN WOODWALK, BURKE COVE, WALDEN, OAKWOOD, AND BURKE CENTRE STATION:

These clusters have specific election campaigning guidelines. They also have newsletters which have accepted articles from Trustee candidates in the past. The phone number for each management company is as follows:

1. Burke Cove Condominium Assn Office (*Cove Landing Road*), 703-425-7303
2. FirstService Residential (*Burke Cove/Cove Landing, Woodwalk*), 703-385-1133
3. Burkeshire Commons (*Burkeshire Commons Apartments*), 703-425-2777
4. National Realty Partners (*Burke Centre Station, Walden*), 703- 435-3800
5. Sequoia Management (*Oakwood Commons*), 703-803-9641

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The Conservancy staff is available to answer questions regarding the approved election procedure and candidate requirements during the campaign. Call the Conservancy office at 703-978-2928 with questions or concerns. Those that cannot be answered by staff will be forwarded to the EC.

V. WRITE-IN CANDIDATES

Persons eligible to run for a seat on the Board of Trustees (see Section II) who fail to file a valid petition by the Trustee candidate deadline may run as a write-in candidate. No information concerning write-in candidates will be included in the official ballot distributed to Conservancy members, at Meet the Candidates Night or in the Conservator; however, the write-in votes for eligible candidates received shall be counted.

Trustee write-in candidates who have received votes for a trustee position must satisfy the following requirements before they can be declared eligible for certification as a winning candidate:

- They must be owners of property in Burke Centre, and Conservancy members in good standing as of the established deadline.
- For Neighborhood Trustee positions (i.e., the Commons, Landings, Oaks, Ponds, and Woods), they must be owners of property and residents of their respective neighborhood service district.
- Write-in candidates will be required to subsequently complete the Candidate Acknowledgement Form to state formally that they fulfill applicable residency requirements, are members of the Burke Centre Conservancy in good standing, and that, if elected, they intend to serve a full two-year term. Additionally, candidates acknowledge the requirement to resign their position if they become in arrears in payment of their assessments (60 days or more past due), or otherwise lose their status as a member in good standing, or if they miss three consecutive unexcused meetings of the Board of Trustees. They must also complete a Trustee Candidate Petition Form. Forms must be completed within seven (7) days of notification.

Write-in candidates for a position on a Cluster Committee are permitted and encouraged.

VI. VOTER ELIGIBILITY

Eligible voters are Burke Centre Conservancy members who are either the homeowners of record of a Burke Centre property, or renters/lessees who hold a lease. To be eligible to vote in the Burke Centre Conservancy election, home owners must be Conservancy members in good standing as of the established deadline. A home owner's Conservancy membership status, if not in good standing, will not prevent a renter/lessee from voting.

Note: A Conservancy member will be considered in good standing as of the established deadline only if all assessment installments (meaning not more than 60 days overdue) have been deposited through the Board-designated lock box or by electronic means and posted at the bank determined by the Board of Trustees as depository).

A. VOTING CATEGORIES

1. OWNER OCCUPANT

The owner(s) of a Burke Centre property who also reside(s) at the property address, and are members in good standing, are entitled to cast **two ballots per household**.

2. RENTER/LESSEE OCCUPANT

Renter/Lessee occupant(s) of a Burke Centre property are entitled to cast **one ballot per household** with proof of residency.

3. NON-RESIDENT OWNER

The owner(s) of a Burke Centre property who reside(s) at a different property address and are members in good standing are entitled to cast **one ballot per household**.

B. ELECTION NOT TO VOTE

Conservancy members are heartily encouraged to vote; however, the right not to vote is respected. Conservancy members who choose not to vote are asked to respect the virtue of what the election ballot represents, and are asked to control the access codes received by destroying them to preserve the integrity of the election process.

VII. ELECTION BALLOT COMPOSITION

To preserve the integrity of the election process, neither trustee candidates nor current Board members will have access to the official ballot, and it cannot be altered, once validated by the EC. Each ballot will contain three voting sections, four, if the Survey Question option is exercised. Eligible Conservancy members may vote in each of the four categories as follows:

A. NEIGHBORHOOD TRUSTEE

When voting for a neighborhood trustee, only one person may be selected. Ballots will be deemed invalid if more than one selection is made in this section.

B. AT-LARGE TRUSTEE

When voting for At-Large trustees, a maximum of two persons may be selected. Ballots will be deemed invalid if more than two candidates are chosen in this section.

C. CLUSTER COMMITTEE

Eligible voters may check the box located next to their Cluster Committee's slate as it appears on the ballot if the voter wishes to elect the slate for his/her Cluster Committee. If the eligible voter does not agree with the listed slate, or no slate is shown, an area to write in Cluster Committee candidates who are not listed is provided. If you simply want to add your name or that of another to the slate, as it appears, then check the area by the slate *and* write in the additional names. Up to three names may be written in on each ballot.

D. SURVEY QUESTION

A survey question(s) is sometimes included with the Conservancy's election ballots to gain resident input on potential issues, and is non-binding. Eligible voters may select only one of the options available for each survey question. If questions come up to the EC based on community input, they will be forwarded to the Board for consideration. All survey questions will be approved by the Board of Trustees.

VIII. BALLOT GUIDELINES AND PROCEDURES

A. GENERAL

Conservancy staff, acting as system administrator, creates election ballots and provides ballots to the electronic voting contractor. EC members will certify the accuracy of the ballots prior to forwarding. Conservancy staff will also create the Burke Centre voter list which is provided to the electronic voting contractor; create unique access codes for all owners, non-resident owners, and renters; and update the Burke Centre homepage with an "electronic voting" icon at the top of the homepage. The electronic system will ensure that residents will be presented with a voting screen for his/her neighborhood that contains the appropriate neighborhood Trustee candidates, At-Large candidates, cluster

slate, and space for write-in candidates in all categories. The electronic system will include a link for each Trustee candidate with the candidate's picture and biography. Biographical data will be an extract from the background information and goals and objectives submitted by the candidates.

Conservancy staff will prepare a letter to all eligible voters with the addressees' voting instructions. The letter will also inform residents unwilling or unable to vote electronically on ways to request a paper ballot, which will be provided by Conservancy staff.

Finance staff provides separate labels for home owners who are not members in good standing. Administration staff executes mailing to those addresses indicating the home owner may not vote in the upcoming election unless account is brought into good standing. Letter provides instructions to the owner on how to bring the account into compliance in time to participate in the election.

B. ELECTRONIC BALLOT PROCEDURES

Residents voting electronically will be guided through the voting process by following a series of prompts after logging on to the Burke Centre website. Once an electronic vote is cast, login credentials for the voter are automatically removed from the voter list.

A computer will be made available in the Conservancy lobby to enable residents to vote electronically at that location. A staff member will assist residents, as needed, when they come to the Conservancy to vote electronically.

C. PAPER BALLOT PROCEDURES

Should a resident desire to not vote electronically, he/she may request a paper ballot. Upon receipt of a valid request for paper ballot/s, Conservancy staff will prepare an appropriate paper ballot/s and mail to the voter. All requests for paper ballots will be tracked by Conservancy staff and a record kept of all requests. The system administrator will remove all voters requesting paper ballots from the electronic voting system. Specific instructions for casting the paper vote will be included with the paper ballot.

IX. BALLOT COUNTING

The EC will conduct all election-day activities at the Conservancy office. At least one staff member is required to be present to open the building, access the computer system, and, if necessary, contact the electronic voting vendor. Trustees and trustee candidates are not permitted to participate in vote counting or be present during the vote counting process.

In some instances, the EC may have to interpret votes. The electronic voting system will list each write-in vote individually if spelling differs from ballot to ballot for possibly the same candidate. The EC will attempt to interpret each different spelling of a name, provided the name as it appears on the ballot is spelled substantially similar or is phonetically similar to the name of a known candidate on the ballot, and provided the EC is unanimous in its interpretation of the name in question.

See Section XI.D for information on tie vote processing.

X. CHALLENGES

Any challenges or objections to any ballot as set out in the Governing Documents must be filed before the ballot is deposited in the ballot box, mailed, or recorded in the online system. Once the deposit is made, the vote shall be deemed complete. This does not preclude the disqualification of any ballot for any other reason as set out by the Governing documents or by the EC. The EC shall be the sole arbiter of the validity of a ballot. Challenges to ballots or

questionable votes on ballots mailed in will be determined by the EC. Questionable ballots will be kept separate from the others for record keeping purposes.

XI. ELECTION PROCESSING

A. TRUSTEES

The EC Chairman will contact all Trustee candidates listed on the official ballots with the results of the election. The Chairman will confirm with the candidates receiving the highest number of votes that he/she is willing to serve. If not, the chairman will contact the person receiving the second highest number of votes and so forth.

The EC will prepare the initial election report with the trustee candidate tallies for each neighborhood as well as cluster tallies.

B. CLUSTERS

Staff will prepare and send a letter to all Cluster Committee members and write-in candidates in good standing requesting confirmation of their willingness to serve (see Form).

A listing of write-in candidates who confirm their willingness to serve will be combined with previously established Cluster slates to determine each Cluster's overall confirmed Committee.

C. REPORTS

A preliminary election report with the Trustee and Cluster candidate tallies will be prepared prior to the scheduled annual meeting.

The EC Chairperson will report the results of the election and announce the names of the winning Trustees at the Burke Centre Conservancy's Annual Meeting.

The EC will present a final election report, including all confirmed Cluster Committees, to the Board of Trustees at the April Board Meeting.

The EC will present an after-action report to the Board of Trustees not later than two months after the annual meeting.

A final report to Conservancy members announcing Trustee and Cluster electees will be prepared and published in the April or May edition of the *Conservator*.

D. ELECTION RESULTING IN A TIE VOTE OR VACANCY

In the event of a tied election result for Board of Trustees, the EC will contact all applicable parties to report the tie and to determine if anyone wishes to serve. If more than one person from the tied candidates wishes to serve, indicates a willingness to complete the eligibility process if elected, and is deemed eligible for the position, the EC may recommend holding a run-off election to determine a winner. If no one who has been written in wishes to serve, the Board of Trustees may appoint a community member in good standing to fill the Board position. In the event of a vacancy, the sitting Trustee shall remain in his/her position until a new Trustee is elected or appointed, or, until he/she chooses to resign from the position.

**APPENDIX A
BURKE CENTRE CONSERVANCY
2018 / 2019 ELECTION CYCLE TIMELINE**

OCTOBER:

- EC meeting(s) held to finalize Procedures and Timeline Appendix for submission to Board of Trustees (BOT).
- **OCTOBER 16** BOT meeting, 7:30 PM, Woods CC – approve EC timeline for 2018/2019 election cycle.
- **OCTOBER 16** BOT meeting, 7:30 PM, Woods CC – review, amend (as needed) and approve draft EC procedures for 2018/2019 election.

NOVEMBER:

- **NOVEMBER 22 - Open season for candidates begins.** Completed election materials and packets will be available at Conservancy office. Trustee candidates may declare candidacy.

DECEMBER:

- **DECEMBER 17** Board of Trustees meeting, 7:30 pm, Woods CC; election updates
- Candidate packets will be opened upon receipt with verification by staff and EC representatives. Names of candidates to be posted at Conservancy and highlighted in media

JANUARY 2019:

Board of Trustees meeting, 7:30 pm, Woods CC – Election updates

JANUARY 23 Deadline to appear on the official ballot, Trustee and Cluster candidates must be in good standing and submit their petitions to Conservancy office by 5:00 p.m.

EC meeting, 7 PM, Conservancy Office -- The EC Chairman will work with the Conservancy staff to verify all Trustee and cluster petitions received by the deadline. Once verified, the EC Chairman will authorize the staff to publish eligible candidates' candidacy statements in the February and March *Conservators*.

Staff will provide the electronic voting vendor with all slates for trustee and cluster committees and the complete voter list for electronic ballots. Staff will ensure an adequate number of mailing materials such as envelopes, labels, postage, etc. is ordered to complete the electronic voting letter mailing process. The committee will finalize/approve the official electronic ballot, electronic voting letter, and alternate paper ballot.

Ballots will be completed and the voter list including user names and passwords will be provided to staff by the vendor this week. An EC representative will check the ballots for errors while the staff prints electronic voting letters for all **Conservancy members who are in good standing as of February 4, 2019**. These letters will include a self-mailer form with which to order a paper ballot if preferred

Also, a letter will be sent to Conservancy members (instead of electronic voting letters) who are not in good standing at the time of the ballot mailing. The letter will provide instructions on how to vote once assessment payments are made current, if done so by Friday, March 1, 2019.

FEBRUARY:

The Conservancy staff will ensure that the electronic ballots are activated and all electronic voting letters as approved by the EC are postmarked and deposited in the mail. All letters will be mailed directly to

Conservancy members who are in good standing including non-resident owners, renters, and owner/occupants.

Voters wishing to vote by paper ballot may receive a paper ballot by calling, emailing or returning the self-mailing paper ballot order form to the Conservancy office by 5 pm on Tuesday, March 5, 2019. Staff will ensure that upon this request, voters are mailed a self-mailing paper ballot to be returned to the electronic voting vendor, postmarked no later than March 12, 2019. The vendor will then ensure that the paper ballot votes are logged into the system to be included in the final tallies. Please note: No paper ballots will be accepted at the Conservancy office.

A computer will also be made available at the Conservancy office to enable residents to vote electronically, with assistance from a staff member provided as requested.

Conservator article due for March (Election) issue. The staff will publish all eligible trustee candidates' statements in the March *Conservator*. Note: Letters to the Editor/Commentaries referencing the Burke Centre 2019 election from a trustee candidate will not be published in the March edition of the *Conservator*. The sitting Board of Trustees may publish a monthly article in the March *Conservator* as long as they do not express partisan political views.

FEBRUARY 19 Board of Trustees meeting, 7:30 pm, Woods CC – Election updates; Chair, EC hosts **Meet the Trustee Candidates Night**

MARCH:

MARCH 16 Election Day! The EC members will meet at the Conservancy office beginning at 11:45 am, and remain until the election results are confirmed. Electronic voting will close at noon and election results may not be accessed before 12:00 pm.

The EC chairman or EC designee will contact all Trustee candidates listed on the official ballot with the results of the 2019 election. The chairman will confirm with the winning candidates that he/she is willing to serve. If not, the chairman will contact the person receiving the second highest number of votes and so forth.

The EC and staff will prepare the initial election report with the trustee candidate tallies for each neighborhood as well as cluster tallies. The staff will contact all cluster committee members and write-ins by mail to confirm their willingness to serve.

MARCH 19 Annual meeting. The EC Chair will report the results of the 2019 election and formally announce the names of the winning trustees.

Staff will send congratulatory letter to confirmed cluster committee members with a list showing all other cluster committee members. List of all winning trustees and confirmed cluster committee members will be published in the April *Conservator*.

APRIL:

APRIL 16 Board of Trustees meeting, 7:30 pm, Woods CC - The EC will present a final Election after action report to the Board of Trustees. Board will vote to accept report.

Rights and Responsibilities for Better Communities Principles for Homeowners and Community Leaders

The following text was provided by Community Associations Institute (CAI), a national organization dedicated to fostering vibrant, responsive, and competent community associations. To learn more about CAI, visit their web site at www.caionline.org or call (703) 548-8600. The Board of Trustees formally adopted these principles for Burke Centre at its August 14, 2003 meeting.

Homeowners Have the Right To:

1. A responsive and competent community association.
2. Honest, fair and respectful treatment by community leaders and managers.
3. Participate in governing the community associations by attending meetings, serving on committees, and standing for election.
4. Access appropriate association books and records.
5. Prudent expenditure of fees and other assessments.
6. Live in a community where the property is maintained according to established standards.
7. Fair treatment regarding financial and other association obligations, including the opportunity to discuss payment plans and options with the association before foreclosure is initiated.
8. Receive all documents that address rules and regulations governing the community association-if not prior to purchase and settlement by a real estate agent or attorney, then upon joining the community.
9. Appeal to appropriate community leaders those decisions affecting non-routine financial responsibilities or property rights.

Homeowners Have the Responsibility To:

1. Read and comply with the governing documents of the community.
2. Maintain their property according to established standards.
3. Treat association leaders honestly and with respect.
4. Vote in community election and on other issues.
5. Pay association assessments and charges on time.
6. Contact association leaders and managers, if necessary, to discuss financial obligations and alternative payment arrangements.
7. Request reconsideration of material decisions that personally affect them.
8. Provide current contact information to association leaders or managers to help ensure they receive information from the community.
9. Ensure that those who reside on their property (e.g., tenants, relatives, friends) adhere to all rules and regulations.

Community Leaders Have the Right To:

1. Expect owners and non-owner residents to meet their financial obligations to the community.
2. Expect residents to know and comply with the rules and regulations of the community and to stay informed by reading materials provided by the association.
3. Respectful and honest treatment from residents.

4. Conduct meetings in a positive and constructive atmosphere.
5. Receive support and constructive input from owners and non-owner residents.
6. Personal privacy at home and during leisure time in the community.
7. Take advantage of educational opportunities (e.g., publications, training workshops) that are directly related to their responsibilities, and as approved by the association.

Community Leaders Have the Responsibility To:

1. Fulfill their fiduciary duties to the community and exercise discretion in a manner they reasonably believe to be in the best interests of the community.
2. Exercise sound business judgment and follow established management practices.
3. Balance the needs and obligations of the community as a whole with those of individual homeowners and residents.
4. Understand the association's governing documents and become educated with respect to applicable state and local laws, and to manage the community association accordingly.
5. Establish committees or use other methods to obtain input from owners and non-owner residents.
6. Conduct open, fair, and well-publicized election.
7. Welcome and educate new members of the community-owners and non-owner residents alike.
8. Encourage input from residents on issues affecting them personally and the community as a whole.
9. Encourage events that foster neighborliness and a sense of community.
10. Conduct business in a transparent manner when feasible and appropriate.
11. Allow homeowners access to appropriate community records, when requested.
12. Collect all monies due from owners and non-owner residents.
13. Devise appropriate and reasonable arrangements, when needed and as feasible, to facilitate the ability of individual homeowners to meet their financial obligations to the community.
14. Provide a process residents can use to appeal decisions affecting their non-routine financial responsibilities or property rights-where permitted by law and the association's governing documents.
15. Initiate foreclosure proceedings only as a measure of last resort.
16. Make covenants, conditions, and restrictions as understandable as possible, adding clarifying "lay" language or supplementary materials when drafting or revising the documents.
17. Provide complete and timely disclosure of personal and financial conflicts of interest related to the actions of community leaders, e.g., officers, the board, and committees. (Community associations may want to develop a code of ethics).

Residents (renters) also have the right to participate in the community.