

To: Oak Hills Homeowner

From: Oak Hills HOA Board of Directors

Date: July 15, 2015

Subject: Vote Administration Details

Dear neighbor,

The Board and Building Committee would like to provide some details about the administration of the voting for the Oak Hills Recreation Center.

1. The preferred method of voting is through our law firm voting portal. This link can be accessed directly at www.vf-law.com/oakhills or through www.oak-hills.net. The link will be available starting on July 20th.
2. Paper ballots will be mailed after July 20, 2015. Paper ballots are required by law not to be mailed before July 20, 2015.
3. Online and printed ballots will be accepted July 20th – August 3rd at 5pm.
4. If a paper ballot is mailed to the Associations Property Mgt group, Community Management, Inc., a representative from CMI will enter the ballot into the Vial Fotheringham online voting system. The paper ballot will be retained for reference by CMI if needed.
5. If two conflicting votes are received from one lot, a representative from our law Firm, Vial Fotheringham, will contact the lot owner to ask how they intend to vote.
6. NO member of the Board or Directors or Building Committee will have access to information about how any lot owner voted. This information will be stored and verified **only** by Vial Fotheringham, and CMI for the paper ballots that are received.
7. After the vote is complete, on August 4th, Vial Fotheringham and CMI will review the results and make sure each vote is authenticated and there is only one single vote per lot. If there are conflicting votes for one lot, the owner will be contacted via phone to find out how they intended to vote.
8. Vial Fotheringham will provide the results of the vote, including number of ballots cast, number in favor and number opposed, to the Board of Directors in advance on the August 5th Board meeting.
9. The results will be announced at the August 5th Board meeting.

For any additional questions, please contact Jim Meyer at 503-828-4582 or oakhillshoapresident@gmail.com.