

OAK RIDGE MEADOWS HOMEOWNERS ASSOCIATION NOMINATING COMMITTEE PROCEDURE

PROCEDURE PURPOSE

Establish the procedures for election of Directors, and the duties of the Nominating Committee.

This is an operating procedure and does not supersede the Oak Ridge Meadows Articles of Incorporation, By-Laws, or Declaration of Covenants and Restrictions.

Official documents Referenced:

Articles of Incorporation – N/A

Declarations of Covenants, Conditions and Restrictions

By-Laws

NOMINATION PROCESS

NOMINATING COMMITTEE

Article VII Section 1 of the Association By-Laws states “The Board of Directors shall appoint the Chairman of the Nominating Committee who shall be a member of the Board of Directors and two or more additional members of the Association. The Nominating Committee is to be announced at the annual meeting of the membership.” The total number of the Nominating Committee members shall be an uneven number. The chairperson of the Nominating Committee should not be among those seeking re-election to another term.

The Committee shall follow these guidelines and instructions and any future amendments adopted by the Board. The Committee will serve until the close of the next annual meeting. The Committee shall nominate at least one person for each vacancy to be filled. Members of the Committee will serve as Tellers for the annual meeting.

The Chairperson of the Nominating Committee may schedule meetings as necessary.

NOTIFICATION The Board of Directors shall notify all Members of the opportunity to participate in the process.

CANDIDACY Candidates running for board office must be Members in good standing. Any Members seeking nomination must be current with any dues or assessments and not have any violation or disciplinary actions being imposed.

All potential candidates must submit a Petition for Nomination and a Candidacy Statement to the Nominating Committee by the date set by the Committee to be considered for placement on the proxy and ballot. Nominations received after the deadline will not be included on the proxy ballot sent to homeowners. The Nominating Committee will inform candidates that upon election they will be expected to sign the Code of Conduct for Directors and Committee Members.

The Committee will request verification from the Managing Agent that the potential candidates who are members are current with their dues or assessments and have no disciplinary actions being imposed.

APPLICANT EVALUATION The Committee shall not make any subjective determinations regarding the suitability of an applicant to serve as a director, but shall restrict its role to:

1. Receiving applications from candidates for nomination.
2. Determining that applicants who are Members of the Association are current in their dues or assessments and have no outstanding actions recorded with the Managing Agent.
3. Determining that required candidacy statements and recommendation forms have been correctly completed and submitted.
4. The candidate is willing to sign and abide by the Code of Conduct.

If an applicant has satisfied 1-4, the Committee shall nominate the applicant.

The Nominating Committee shall not discriminate against any applicant based on race, color, religion, sex, age, national origin, disability, military status, marital status, sexual orientation or any other factor prohibited by law.

Nominations can be made from the floor at the Annual Meeting. No motion, and no second is required. The person nominated must either be present at the Annual Meeting to accept the nomination or the person nominating must present to the President the nominee's written consent to be nominated. The nominee's eligibility to serve will be verified by the Managing Agent present at the meeting. The nominee will assure that they are willing to sign and abide by the Code of Ethics.

The President shall invite nominations from the floor immediately after the minutes of the prior Annual Meeting have been approved.

After nominations from the floor have been completed, the Chairperson of the Nominating Committee shall introduce the nominees. Following their introduction, all nominees shall be given the opportunity to address the members for up to three (3) minutes.

PROXY, BALLOT AND ELECTION PROCESS

PROXY AND BALLOT

1. The names of each candidate, selected by the Nominating Committee, shall appear on the proxy and ballot in random order.
2. The instructions shall state as clearly as possible that Members who designate a proxy holder are encouraged to give their proxy directly to their designated proxy holder. Otherwise they may mail their proxy to the Management Company to be given to their designated proxy for execution.

PROXY AND BALLOT DISTRIBUTION

1. Election packages will consist of the notice letter as required by the Association's By-Laws, proxy instructions and a proxy, copies of candidacy statements (unedited) and an envelope addressed to the Management Company. The materials should be mailed by first class mail to each Association member.
2. Lot Owners who are in arrears with dues or assessments are ineligible to vote.

VOTING

1. The President shall determine when voting will begin.
2. Any Association Member holding proxies will receive one ballot as a member and one ballot for each proxy.
3. Voters will be instructed to fold their ballots to ensure that the tellers who collect them do not inadvertently see a voter's selection.
4. Tellers shall examine the ballots to verify that they have been completed correctly. Ballots that have been completed incorrectly shall be disqualified, so noted on the election report.
5. In the event of a tie vote the tie will be broken by drawing straws.
6. The results of the vote should be announced prior to the adjournment of the meeting.

Adopted ~~by DocuSign~~ October 26, 2012; REVISED November 14, 2022 by the Board of Directors

Signed Brent Siewers
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President

APPENDIX A
Oak Ridge Meadows
Call for Candidates for the Board of Directors

Date:

From: Nominating Committee

The (YEAR) Oak Ridge Meadows Townhouse Homeowner Association Annual Meeting will take place in (MONTH). A formal notice will be sent to each homeowner in the months to come with the exact date and time. One of the primary functions of this meeting will be to elect (NUMBER OF OPEN POSITIONS) (#) Directors to the Board to each serve a three (3) year term.

At this time persons interested in running should complete the Petition for Nomination and Candidate Statement (no more than 1 page) that addresses the following:

- Why do you want to serve
- What strengths do you bring to the Board and any other qualifications that fit the job
- Your perspective on issues for the Board to address

The completed package must be submitted to the Nominating Committee no later than (DEADLINE FOR RETURN). Nominations received after this date will not be printed on the election ballot and would have to be nominated from the floor as write-in candidates. You may mail your information to the Nominating Committee c/o Lambeth Management or email to (CONTACT) at (EMAIL ADDRESS).

DUTIES AND OBJECTIVES OF A DIRECTOR:

The duties and objectives include but are not limited to the following:

1. Adhere to and help enforce existing governing documents and help implement revisions in areas where the governing documents are flawed, ineffective or non-existent.
2. Seek continuous improvements in financial oversight
3. To support general community interests such as issues with the City or County, efforts designed to increase property values and other longterm goals.
4. Satisfy the community's support requirements relating to property values, legal and safety issues.
5. Listen to concerns of the community
6. Encourage collaborative participation that includes an involved membership.
7. To reserve the right to challenge actions that is deemed not to be in the best interests of the majority.

The Board of Directors serves an important function as the leadership of the association in concert with the committee volunteers who support our organization. We encourage all who seek to serve to participate in this annual election.

Enclosure: Nominating Petition/ Candidate Statement/Code of Conduct

APPENDIX B

OAK RIDGE MEADOWS TOWNHOUSE HOMEOWNERS ASSOCIATION, INC.

Petition for Nomination to the Board of Directors/ Candidate Statement

This statement must be received along with the Candidate Statement before (DEADLINE) in order to be included with the notice of the Annual Meeting. Nominations received after this date will not be placed on the ballot but will be accepted from the floor at the Annual Meeting. This form may be mailed or faxed to:

Lambeth Management
P.O. Box 8071 Greensboro, NC 27419
Attn: Nominating Committee Fax: (336) 869-7768

You may also email this petition to (CONTACT): (EMAIL ADDRESS)

ATTESTATION

I _____ owner/tenant of (address) _____

Do hereby submit my name for consideration as a candidate to serve on the Board of Directors of the Oak Ridge Meadows Townhouse Homeowners Association.

I am willing to sign and abide by the Code of Conduct shared with me.

Signed: _____

Date: _____

Electronic signature accepted

APPENDIX C

Candidate Statement

(may be completed on a separate single typed page)

Candidate Information:

Name:

Address:

Phone Number (contact number):

Email address:

Please address the following questions in your statement:

I. Why do you want to serve?

II. What strengths and qualifications will you bring to the Board?

III. What is your perspective on issues for the Board to address?