

Neighborhood Election Meeting
MINUTES

Date _____

The meeting of the _____ Neighborhood was held on _____. A notice of the meeting, time and place, was mailed to each homeowner at least forty-eight hours prior to the meeting. The meeting was called to order at _____.

1. An identification of Quorum was conducted. _____ owners were present and _____ owners were represented by proxy.
2. The duties and responsibilities of a Neighborhood Representative and the nomination process were explained.
3. _____ nominations were put on the floor and each nominee allowed a brief statement.
4. Voting by a show of hands was conducted. The following residents were elected as Neighborhood Representatives. Voting member is indicated by an asterisk.

1. Name _____ Phone _____
e-mail address _____
2. Name _____ Phone _____
e-mail address _____
3. Name _____ Phone _____
e-mail address _____
4. Name _____ Phone _____
e-mail address _____
5. Name _____ Phone _____
e-mail address _____

6. A period of time was allowed for questions and the expressing of neighborhood concerns.
7. The meeting of the _____ Neighborhood was adjourned at _____.

Submitted by _____ (name)

PLEASE REVIEW THE DUTIES OF NEIGHBORHOOD REPRESENTATIVES --
residents vote only for members of the Board of Directors and for changes to our
Covenants. **All other voting is done by the Voting Members of the**
Neighborhood Representative Committees from each Street Neighborhood.

- The Voting Member/s for the Neighborhood would represent and bring the votes from the homeowners of the neighborhood. For example, suppose the Board proposes to build an addition to the Town Center, build another recreational facility or other large expenditure and wishes to put the item to a vote to get the permission of the residents. The Representatives would conduct “voting” if directed by the Board of Directors.
 - Attend Association Committee Meetings.
 - Assist residents in understanding Rules and Regulations to help to avoid violations and fines.
 - Communicate to the Board all issues and concerns of your street. The Representatives act as liaisons to communicate Association/Board business to the homeowners and from the homeowners to the Association/Board.
 - Schedule and prepare Notice of Meeting and Proxy for election of Neighborhood representatives each year. Representatives should start planning Ninety (90) days prior to this date, by setting date, time and space. If meeting space will need to be held at the Town Center, please contact the Activities Director to book meeting at least (60) sixty days in advance. A Notice of Meeting and Proxy (samples provided) should be prepared by the Committee and should be provided to the Home Owners Association office no later than 45 days prior to the meeting to allow ample time for the notices to be mailed.
 - The Home Owners Association office should be notified of any updates or changes that would pertain to the Neighborhood Committee.
 - Coordinate social activities and events for your street, and if appropriate with other Neighborhood Representatives.
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PREPARING FOR NEIGHBORHOOD REPRESENTATIVE ELECTION MEETING

1. Neighborhood representatives are elected for one year or until replaced. An election should be held yearly or as vacancies occur. Setting up a Neighborhood election is the responsibility of the **present Neighborhood Representatives**.
 2. **Steps for setting up the election:** Representatives should start planning **(90) ninety** days prior to this date, by setting date, time and space. If meeting space will be needed at the Town Center, please contact the Activities Director to book meeting at least **(60) sixty** days in advance. A Notice of Meeting and Proxy (samples are enclosed) should be prepared by the Committee and should be provided to the Home Owners Association office no later than **(45) forty-five** days prior to the meeting to allow ample time for the notices to be mailed out.
 3. Three or four days before the election canvas the neighborhood reminding residents to attend. Those indicating they can not (will not) attend should be asked to fill out a proxy and give it to one of the present Neighborhood Representatives or to the person of their choice who will be attending the election. There is space on the proxy for the person who can vote the proxy. This right may be reassigned using the form at the bottom of the proxy. The election can be combined with a social gathering such as street party; for example with each attendee bringing a covered dish.
 4. On the night of the election, follow the steps indicated in the sample election procedures and minutes. A quorum is necessary for a valid election. Thirty percent of the residents present in person or by proxy is a quorum. A quorum allows the election or reelection of up to the three representatives allowed. If fifty-percent of the residents are present in person or by proxy, up to five representatives may be elected or reelected.
 5. One Voting Member is required for each fifty residents or part thereof. Up to ***fifty*** residents have **ONE** Voting Member. ***Fifty-one or more*** would have **TWO**. ***In excess of 100*** residents would have **THREE**. If Representatives are elected by ***unanimous vote***, the Representatives will decide among themselves who the Voting Member(s) will be. ***If more than the three or five Representatives allowed are nominated, a paper ballot must used rather than a show of hands***. Provisions must be made beforehand for the typing and reproducing the paper ballot. The Representatives receiving the highest number of votes are the Voting Members.
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Sample Election Procedure Neighborhood Representatives

- ❖ Call to Order.
- ❖ Identification of Quorum-(a Quorum is thirty percent of the residents present by either Proxy or in person). Announce total number of homes and how many are present in person and how many by proxy.
- ❖ Explain: 1) Quorum met and continue or 2) Quorum not met, schedule new meeting date and retain proxies.
- ❖ Explain the Election - Each Neighborhood in VillageWalk of Bonita Springs holds an election. If there is a quorum of thirty percent present, the residents may elect three representatives. If fifty percent of the homes are represented in person or by proxy, five representatives may be elected. One **VOTING** Neighborhood Representative is allowed for each fifty residents or part thereof. Up to ***fifty*** residents have **ONE** Voting Member. ***Fifty-one or more*** would have **TWO**. ***In excess of 100*** residents would have **THREE**. If Representatives are elected ***unanimously***, the Representatives will decide among themselves who the Voting Member(s) will be. ***If more than the three or five representatives allowed are nominated, a paper ballot must used rather than a show of hands.*** Provisions must be made beforehand for the typing and reproducing the paper ballot. The Representatives receiving the highest number of votes are the Voting Members.
- ❖ What is a Neighborhood and why does it exist? A Neighborhood is a street, block or in the case of the Town Homes, a group of homes.
- ❖ What can a Neighborhood do? You may decide to have additional services. For example, if you are on a cul de sac, you may decide to build a water fountain in the grassy island of the cul de sac or have additional plantings. You could also decide to get your roofs power washed, contract for additional mowing or plantings. You would vote and get a majority, get prices and request permission from the Board. If it is not detrimental to others in VillageWalk of Bonita Springs, it may be approved by the Board. You would then pay for it by the Board increasing your Neighborhoods quarterly assessment or by collecting funds. Many Neighborhoods also have socials or other gatherings.
- ❖ Explain duties of Neighborhood Representatives and how residents vote only for members of the Board of Directors and for changes to our Covenants. **All other voting is done by the Voting Members of the Neighborhood Representatives Committee.**
 - The Voting Member/s for the Neighborhood would represent and bring the votes from the homeowners of the Neighborhood. For example, suppose the Board proposes to build an addition to the Town Center, build another recreational facility or other large expenditure and wishes to put the item

to a vote to get the permission of the residents. The Representatives would present the matter to the Neighborhood and bring the vote to the Board of Directors.

- Attend Association Committee Meetings.
 - Assist residents in understanding Rules and Regulations to help to avoid violations and fines.
 - Communicate to the Board all issues and concerns of your street. The Representatives act as liaisons to communicate Association/Board business to the homeowners and from the homeowners to the Association/Board.
 - Schedule and prepare Notice of Meeting for election of Neighborhood representatives each year.
 - Coordinate social activities and events for your street, and if appropriate with other Neighborhood Representatives.
- **Nomination of Representatives** – Please raise your hand to nominate someone for the position of Neighborhood Representative. We will need a second to the nomination.
- **Statement by Nominees** – Would the nominees introduce themselves, give their address, indicate they own their home and state if they are full-time or part-time residents. They may also make a brief statement.
- **The vote:** _____ persons have been nominated. ***Please ensure that only one from each household votes.*** All who wish to vote for these representatives raise your hand. **If Representatives are Elected Unanimously** - the Representatives will decide among themselves who will be the Voting Member(s). **If more than the three or five representatives allowed are nominated, a paper ballot must used rather than a show of hands.** The Representatives receiving the highest number of votes are the Voting Members.
- Question and discuss major issues of concern to the Neighborhood.
- Adjourn Meeting.
- Fill out Meeting Minutes and provide copy to the Homeowners Association Office.