

Timeline Example:

- **August 15, 2020** – Boards to commence planning and preparing the voting forms or secure voting website for electronic voting and draft the first notice letter to the community explaining the voting and annual meeting process. Usually allow for 3 to 4 weeks for this planning period.
- **September 15, 2020** - Mail/email notice of the process to the members, explaining electronic elections or the voting process outside of the meeting, and seeking board nominations.
- **October 15, 2020** - Deadline to submit nominations – The Association will want to create an open time period from the date of the first notice discussed above to collect nominations and biographies for all nominees (ex: there is typically no time restraint here but you could allow several weeks).
- **November 2, 2020** - Mail/email to the owners copies of the nominee biographies (if you do those), annual meeting notices, and instructions for registration on the third-party vote website (if you conduct voting through a website), or sending out copies of the voting ballot forms and instructions for returning ballots by email or mail. The main time limitation here is ensuring we are providing sufficient notice for annual meetings, which is typically 21 days for most POA and Condominium Associations.
- **November 30, 2020** – Deadline to cast an electronic vote/submit voting forms. The Association will want to create an open period of time for voting and tabulation of the votes either on/through the third-party voting website, or just for return of the ballots by mail or email (could provide about 2 weeks, or whatever time period you would like, but we just want to ensure this deadline occurs a few days prior to the annual meeting so you have some time to count the votes, etc.).
- **December 15, 2020** - Annual Meeting (election results announced).

Sample provide by:



*Individual situations may vary and this document is not intended as specific legal advice to any party.