

NOTICE OF NOMINATION PROCEDURE & CALL FOR CANDIDATES

SAN LORENZO VILLAGE HOMES ASSOCIATION

(Cal. Civ. Code § 5115)

September 1, 2023

Dear Members:

The 2024 Annual Director Election of the San Lorenzo Village Homes Association (“*Association*”) has been scheduled for **11:00 a.m.** on **February 1, 2024**, at the Community Center Auditorium located at 377 Paseo Grande, San Lorenzo, California 94580. The purpose of the election will be to elect two (2) Members to the Association’s Board of Directors (“*Board*”). This Notice is being provided to all Members in satisfaction of Civil Code section 5115(a).

NOMINATION DEADLINE

The deadline for submitting a nomination is **Thursday, November 30, 2023**. This date shall not be less than thirty (30) days before ballots are distributed.

CANDIDATE QUALIFICATIONS

To be eligible to run for the Board, the person must, at the time of nomination, satisfy all Candidate Qualifications contained in the Association’s Election Rules. The Candidate Qualifications include:

- **Record Owner.** The person must be the record owner of a Lot or Unit within the Association.
- **Title in Name of Company.** If title to a Lot is held by a legal entity (e.g., Corporation, Limited Liability Company, Limited Partnership, etc.), the governing authority of that legal entity shall have the power to appoint a natural person to be a Member for purposes of being a candidate for the Board.

If you intend to be a candidate and believe that you may be subject to disqualification by failing to satisfy the Candidate Qualifications at the time of nomination, the Association hereby offers you the opportunity to engage in Internal Dispute Resolution (IDR) in accordance with the Association’s established IDR procedures. If you would like to engage in IDR, please contact the Association’s community manager as soon as possible.

NOMINATION PROCEDURES

Provided that Members seeking candidacy for a position on the Board satisfy all the Candidate Qualifications at the time of nomination, such Members may be nominated or nominate themselves by the following procedures:

Candidate nominations must be submitted in writing, via the Nomination Form, to the Association’s Administrator/Community Manager (“*Administrator*”) at any time prior to the Nomination Deadline. **Failure to submit a Nomination Form to the Administrator prior to the Nomination Deadline will result in the candidate’s name being omitted from the ballot.** After collecting all properly

submitted nominations, the Board, the Administrator, at the Board's direction, or a Nominating Committee established by the Board, shall: (1) confirm each nominated person's eligibility to serve under the Election Rules; (2) confirm or cause to be confirmed each eligible nominee's acceptance of nomination (if nominated by someone other than the nominee); and (3) prepare or cause the preparation of correspondence to any nominee who was disqualified to run for the Board and the reason(s) for that decision.

If, at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are board positions to be filled, then the Board may, after voting to do so, seat the qualified candidates by acclamation without balloting nomination procedures and nomination deadline.

NOTICE OF MEETING & CANDIDATE LIST

After the Nomination Deadline and not less than thirty (30) days prior to the distribution of ballots, the Association shall provide general notice of the following: (1) the list of all candidates that will appear on the ballot, (2) the date, time and address of where ballots are to be returned by mail or handed to the Inspector of Elections, (3) the date, time and address of the meeting at which ballots will be counted, (4) a statement of each Member's right to verify the accuracy of their individual information on both the Candidate List and the Voter List, and (5) a statement of each Member's right to request individual delivery of the foregoing items.

**If you have any questions regarding the foregoing, please contact the Association's
Administrator:**

**Edna Nado, Administrator/Community Manager-CACM, CCAM
San Lorenzo Village Homes Association
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