

October 28, 2025 Email from PAC Attorney Karen Tiedemann to City Attorney Gary Bell

## PAC Proposed Voting Procedure Pursuant to Exclusive Negotiating Rights Agreement

The Exclusive Negotiating Agreement between the City of Novato and the Park Acquisition Corporation (“PAC”), at Section 2.6 provides that in 2025 and prior to expiration of the Negotiating Period, the PAC, in a form and manner acceptable to the City, shall conduct a vote of all current residents regarding their approval or disapproval of the sale or transfer of MVMCC. The PAC is proposing a voting procedure to the City in conformance with the provisions of the ENA that could be conducted prior to the end of the Negotiating Period. The voting procedure below is consistent with the PAC’s bylaws and consistent with prior votes conducted of the residents of MVMCC.

By way of background, pursuant to the PAC Bylaws, all residents of MVMCC are members of the PAC and entitled to vote, thus there are more eligible voters than spaces in the park. The PAC Bylaws generally allow for votes of the members to be conducted at a meeting at which a quorum attends, but given the importance of this vote, the PAC is proposing to conduct the vote by written ballot as allowed by its Bylaws at Article 4, Section 10. The PAC is proposing that the ballot would contain the following question to be voted on by the residents:

Should the PAC or Marin Valley Cooperative acquire Marin Valley Mobile Country Club from the City of Novato and become a resident owned community.      Yes or No.

To ensure that the vote is conducted appropriately, the PAC Board would appoint an election committee consisting of 8 residents. The members of the committee would not be board members or members of the same household as any board member. The committee would be responsible for verifying the ballots received and counting the ballots. The election committee would count the ballots in accordance with the procedures attached as Exhibit A. The procedures set forth in Exhibit A are adapted from Exhibit B, which was prepared by then Assistant City Attorney Veronica Nebb. (Note that the identity of the members of the election committee will most likely be different from those identified in Exhibit A which was based on the 2024 Election Committee.)

The written ballots would be distributed to all residents by personal delivery. As required by the Bylaws, the ballot would contain the date by which ballots must be returned to the PAC in order to be counted and the required number of votes necessary for approval. The PAC is proposing that ballots be returned within 15 days of distribution. Ballots will be delivered with two envelopes. The completed ballot would be placed in an interior envelope. Neither the ballot nor the interior envelope would include any identifying information as to the resident voting. The interior envelope with the ballot inside would then be placed in a second envelope that would be sealed by the resident. On the exterior envelope the resident will complete the resident’s name and address and sign the envelope.

Once the ballots are returned, the election committee will verify the information on the exterior ballot by cross referencing the residents list provided by the management company. Once that

information is verified the exterior envelope will be opened and the interior envelope containing the ballot will be removed and separated from this exterior envelope to insure that the vote is a secret ballot.

Once all ballots are received, the election committee will count all ballots in accordance with the procedure set forth in Exhibit A and announce the result of the vote. The count will be conducted in the community room and any members of the PAC will be entitled to attend.

The PAC Bylaws require that 2/3rds of the residents present and voting at a meeting at which a quorum is present approve any action to be voted on by the residents. However, the quorum requirement for a meeting is only 10%, which could potentially result in a small number of residents approving the ballot question. As we discussed at our meeting, ROC Capital requires that communities receiving its financing hold a vote of the residents and requires that the approval of purchase of a mobile home park be approved by a 60% of the park residents, so the PAC is proposing that the vote be approved by 60% of all residents of the Park.

Because of the necessity to prepare ballots and provide background information to the residents regarding the vote and the impending holidays we are asking that the City respond as to whether the described proposal is acceptable to the City no later than November 3, 2025<sup>st</sup> so that the PAC can move forward with the vote.

Exhibit A

**GENERAL ELECTION - PROCESS FOR COUNTING BALLOTS**  
**We have a total of 8 People**

**Ballots will be transferred from the ballot box in the Clubhouse counter area to banker boxes by members of the Election Committee.**

**TABLE 1: CONFIRMING THE PERSON VOTING IS ON THE MASTER VOTING LIST**

Three persons: a caller and two checkers

Person 1, the caller, **CHARLOTTE K.** takes each larger envelope, one at a time, from the big ballot box and calls the name on the large envelope to Persons 2 and 3 – **SUSAN H. & CHARLOTTEE W.**

Person 2 & 3, **SUSAN H. & CHARLOTTEE W.** will each have a portion of the master resident voter list which lists names alphabetically by last name. Person 2 or 3 will find the name that has been called out on the printed master voting list. Person 2 or 3 will vocally repeat the name and then check it off. If the caller repeats it incorrectly, the caller will say, for example, "Not Mike Holiday, it's Mike Honeywell." It's important to know that we got it right.

Person 2 and 3, **SUSAN H. & CHARLOTTEE W.** after each envelope is called and checked off, will place each envelope, after it is checked off, onto table #2.

**TABLE 2: TAKING BALLOTS OUT OF LARGER ENVELOPE**

Two persons, envelope openers.

Person 1, **RICHARD W.** opens the large envelope and removes the smaller envelope. He sets the large empty envelope in a box (to be supplied) and hands the smaller envelopes to Person 2, **SANDY Z.** Then **SANDY Z.** opens the small envelope, takes out the ballot, and sets each ballot on table #3. **SANDY** puts the plain, blank envelope into a box provided

**TABLE 3: STAPLING BALLOTS IN GROUPS OF 10 and NUMBERING EACH BALLOT**

two persons

Person 1 **TIMO N.**, as the ballots are placed on table #3, groups the ballots into batches of 10 numbers each ballot sequentially from 1 to as many ballots received - one to ten, then 11 to 20 for the next batch, 21 to 30, and so on. . She then staples them together in the upper left hand corner.

Person 2, **GINGER C.** examines each batch of 10 to make sure the number sequence is correct and there are no omissions or duplications. That person then checks off, on the master number list each group of 10 numbered ballots. For example, they start by checking off the 1-10 line on the master list of numbers, then the 11-20 line, etc.

Person 2, **GINGER C.** transfers each stapled packet of 10 ballots to table 4.

## CONTINUED ON PAGE 2

### TABLE 4: CALLING AND POSTING THE VOTES

Five persons: two callers, two posters each with a laptop, and one person to walk the ballots from one group of caller and posters to the second group of caller and poster.

Person 1: **RICHARD W.** and Person 2: **CHARLOTTE W.**

Person 3: **CHARLOTTE K.** and Person 4: **Susan H.**

Person 5: **GINGER C.**

Person 6: **SANDY Z.**

Person 5: **GINGER C.** who is seated at table #3 hands ballot bunches (each bunch has 10 ballots) to **RICHARD W** at table 4.

Person 1: **RICHARD W.** slowly calls out the vote choices to Person 2: **CHARLOTTE W** at the computer. Person 2: **CHARLOTTE W** places a “1” in each column for the person getting the vote.

Person 6: **SANDY Z.** when she finishes up at Table 2, will moves each packet of 10 ballots from Persons 1: **RICHARD W** to Person 3: **CHARLOTTE K.**

The entering of ballot choices is then repeated as Person 3: **CHARLOTTE KELLS,** slowly calls out the vote choices to Person 4: **SUSAN H.** at a computer. Person 4: **SUSAN H** places a “1” in each column for the person getting the vote.

The subtotals are compared between the two computers EVERY 20 to 30 ballots to ensure accurate entry – meaning the subtotals match.

Before finalizing the vote count, (the election committee does not announce the results, we **remain silent** as the announcement happens Saturday morning at 11 am), be sure to double check that each ballot line has some 1's in it. If there is a ballot line, for example line 43, with no 1's, you find ballot 43 and recheck it to see who they voted for and post those votes. But with 2 counting teams this shouldn't happen.

### Materials/Supplies Needed

1. Two laptops (with chargers) with Excel software on them with operators that know Excel. The vote counting spread sheet would be preloaded on both computers.
2. Power strips and extension cords
3. Two Letter openers

4. Three staplers with plenty of staples (adding a 3<sup>rd</sup> one as a backup)
5. Pens to number ballots
6. A box to place the larger envelopes into after they are opened
7. A box to place all ballots in after the vote is counted
8. Anyone that is handling a ballot may want to wear latex gloves , as these ballots came from many different households and hands.
9. Master numbering list for the groups of 10 ballots
10. Print out of master voting list

Exhibit B

Do not remove this from our Clubhouse

# MVMCC Election Handbook

Accepted by PAC Board March 2008    Vote 5/0/0

3/26/2009

MVMCC Election Handbook 1

# **MVMCC Election Handbook**

This handbook is meant to be the guide for all elections overseen by the PAC Board. Although specifically designed for PAC, we feel the guidelines & templates contained within can be easily adapted for other Boards/Organizations active within the MVMCC Community.

## **Table of Contents**

- I. Definitions**
- II. Goals**
- III. Roles**
- IV. Procedures**
- V. Validation**
- VI. Attachments**

## **I. Definitions**

### **Owner:**

An individual who is currently over 55 years old and registered with AFRE and confirmed by the vehicle registration (and/or county tax rolls) records as the owner of a specific coach within the MVMCC community.

### **Resident:**

An individual who is over 55 years old and certified by AFRE as the full time resident of a specific address within the MVMCC community.

### **White Ballot:**

A call for a "white ballot" can be sponsored & accepted by the PAC Board when the candidates are unopposed.

## **II. Goals**

PAC's goal is to assist our community in conducting elections that truly reflect the objective & informed intentions of our community.

## **III. Roles**

### **A. PAC,**

1. Establish the rules & procedures and document them in this Election Handbook
2. Oversee the elections as dictated by these rules & procedures in addition to relevant bylaws.

### **B. Election Committee, (overseen and confirmed by a PAC Board member).**

1. The PAC Board Member must oversee the committee and election.
2. Chair, (need not be an existing MVMCC Board Member)
3. Members (must be current registered resident).
4. May not be one of the candidates.

### **C. Electorate**

1. Resident
  - a) Basis for the PAC, HOL, MarVal, & MVSC voting rights.
  - b) Based on "resident" records list compiled/supplied by the approved Park Management company.
2. Owner
  - a) Basis for NFA voting rights.
  - b) Based on vehicle registration (and/or county tax rolls) records list compiled/supplied by the approved Park Management company.

D. Candidates for various Board seats;

1. NFA
  - a) Must **not** be a resident of MVMCC.
  - b) Must be a resident of Novato.
  
2. The PAC
  - a) Must be an existing full time resident of MVMCC.
3. Other Boards within the MVMCC community
  - a) Must be an existing full time resident of MVMCC.

E. Observers

1. Any resident of MVMCC has the right to be an observer during the ballot count.

**IV. Procedures**

**A. Election**

1. Dates to complete & announce election results.
  - a) NFA, no later than June 30th
  - b) The PAC, First, (1<sup>st</sup>) Saturday in June @ 11:00 AM
  - c) Other MVMCC community organizations check their bylaws.
2. Election committee
  - a) The PAC Board member oversees and must review & approve all actions of committee to ensure compliance with Election Handbook.
    - (1) All variances must be reviewed/approved by the PAC Board..
  - b) Additional volunteers are solicited by the Election Committee Chairperson in the ECHO and at PAC Meetings.
  - c) A minimum of eight, (8) Election Committee members are necessary.
3. Candidates
  - a) Must conform/comply with bylaws.
  - b) There will be no "write in" candidates.

**B. Voting**

1. NFA allows two votes per "owner" as defined in Section C, not to exceed two votes per address.
2. The PAC allows one vote per registered resident.
3. Other Boards, see bylaws

**C. Voter lists**

1. The approved Park Management company official records are the basis for the voter lists. It is updated no more than 30 days prior to the vote count.
2. The NFA Voter List is based on the "Mobile Home Owner" as defined in Section II C, list supplied by the approved Park Management company. This too is updated no more than 30 days prior to the vote count.
3. If possible, this list is electronically transferred to the bonded mail service, (MailCom @ 22 Digital Drive, Suite 200, Novato, CA 94949)

4. Election committee
  - a) The PAC Board member oversees and must review & approve all actions of committee to ensure compliance with Election Handbook.
    - (1) All variances must be reviewed/approved by the PAC Board..
  - b) Additional volunteers are solicited by the Election Committee Chairperson in the ECHO and at PAC Meetings.
  - c) A minimum of eight, (8) Election Committee members are necessary.
5. Candidates
  - a) Must conform/comply with bylaws.
  - b) There will be no "write in" candidates.

#### **D. Voting**

4. NFA allows two votes per "owner" as defined in Section C, not to exceed two votes per address.
5. The PAC allows one vote per registered resident.
6. Other Boards, see bylaws

#### **E. Voter lists**

1. The approved Park Management company official records are the basis for the voter lists. It is updated no more than 30 days prior to the vote count.
2. The NFA Voter List is based on the "Mobile Home Owner" as defined in Section II C, list supplied by the approved Park Management company. This too is updated no more than 30 days prior to the vote count.
3. If possible, this list is electronically transferred to the bonded mail service, (MailCom @ 22 Digital Drive. Suite 200. Novato, CA 94949)

#### **F. Mailing**

1. **A bonded mail service is required to print and mail.**
2. Mailing includes
  - a) Original, addressed #10 envelopes which are **also used as the return & verification instrument.**
  - b) Instructions to residents on process, (attachment C).
  - c) Ballot with instructions on back.
  - d) Candidate statements, not to exceed ½ pages per candidate.
  - e) #9 envelopes to receive completed, confidential ballots by owner.

#### **G. Ballot Box**

1. Available for ballots directly after the Meet the Candidates meeting.
2. Ballot box placed in view of 24 hour "day/night camera" surveillance in the Clubhouse Lobby.
3. Slot in top to receive ballots.
4. Hinged bottom with hasp and two, (separately keyed) padlocks.
  - a) Chairperson of Election Committee will keep one key.
  - b) Person not directly affiliated with any MVMCC Board nor election team will be asked to keep the other key.

## H. Ballot/Vote Counting

1. Equipment needed
  - a) Keys to unlock ballot box
  - b) Two laptop computers with appropriate spreadsheet.
  - c) Two letter openers
  - d) Voter list from the approved Park Management company
2. Election committee & observers assemble.
3. Ballot box is transferred to down stairs room.
4. Ballot box is opened.
5. Ballots, using preprinted outside addressed envelope are checked off against master list.
6. Ballot counting process/setup:
  - a) Table #1. Two people take the outside #10 envelopes with preprinted owner address and check it against master list. Intact envelope is then placed on adjacent table #2.
  - b) Table #2. One person sitting at adjacent table removes the inside, unmarked #9 envelopes from outside #10 envelopes. The inside #9 envelopes are then set on adjacent table #3.
  - c) Table #3. Two people sitting at the 3<sup>rd</sup> table open the #9 envelopes and set aside the marked ballots.
  - d) By now the people at table #1 are through so they step over to the 2 computers at Table #4.
  - e) The Two people from table #2 then take the marked ballots and number them, ten at a time, for follow up action if needed. These people also call out the ballot number & candidates on the ballot with marks indicating candidate selection of the “owner” separately to each of the two volunteers on the computers.
    1. Note, this is a 4 person process. 2 people calling out the ballot and 2 people entering them in the computer. This is an independent process conducted by 4 people set up in groups of 2.
    2. Person A calls out the ballots to person B. The ballot is then passed to Person C who calls out the ballot to person D
      - a. Group #1 consists of a “ballot caller” and “ballot entry person.
      - b. Group #2 consists of a “ballot caller” and “ballot entry person.
  - f) The subtotals are compared between the two computers, (persons B & D) every ten ballots to ensure an accurate count.
  - g) At the end of the count the totals for each candidate are verified and the results noted & posted.
7. Retention of ballots & envelopes
  - a) Addressed envelopes and ballots are retained for 9 months in the PAC office or with a legal representative of PAC’s choice.
  - b) This is to be considered confidential information.

### **I. Unopposed seats**

1. In the event that a seat, or group of seats, is unopposed, the election may be declared “concluded” and the unopposed candidates will be announced/confirmed at the Annual Meeting.
2. Unopposed will be defined as any seat, or group of seats, with only one nominee submitted within the designated Nomination Period.

### **V. Attachments**

1. Timeline, attachment A
2. ECHO Announcement, see attachment B
3. Ballot Instructions, attachment C
4. Ballot mailer contents, attachment D
5. Validation, attachment E
6. Suggested Election Chairperson Profile, attachment F

#### Note:

This is a “living” document and therefore amenable to updates with PAC Board approval.

**Suggested Election Timeline**

<b>Date</b>		<b>Action</b>
17 Weeks prior to Annual Board Meeting	Feb. 7th	Finalize Election Committee and “backup members”
16 Weeks prior to Annual Board Meeting	Feb. 14th	Organizational meeting of Election Committee
Prior to April ECHO cutoff date	April 11 <sup>th</sup> ?	Submit ECHO article
No more than 30 days prior	April 30th	Voter list cutoff date
4 Weeks prior to Annual Meeting	May 9th	Open nominations
3 Weeks prior to Annual Meeting	May 16th	Close Nominations
17 days prior to Annual Board Meeting	May 20th	Final ballot & instructions to MailCom
13 days prior to Annual Meeting 10am > Noon	May 23rd	Meet the Candidates
14 days prior to the Annual Meeting	May 22nd	Mail ballots & instructions, (ballots must be “in home” no later than 7 days prior to the vote count).
11 days prior to Annual Meeting	May 25th	Secure Ballot Box to receive ballots
No later than morning of Annual Board Meeting @ 9 AM	June 6 <sup>th</sup> or 5 <sup>th</sup> pm	Count ballots
Annual Board Meeting @ 11 AM	June 6th	Announce election results

**ECHO Article**

**ATTENTION MVMCC RESIDENTS**

Nominations will be open for the following insert Board name Board Elections on *insert date 21 days prior to the vote count*

**PAC BOARD OF DIRECTORS**

*Insert # of seats open insert Board* Board Seats are to be filled.

Nominee must be a homeowner who is actively in residence and on record at the Clubhouse as being 55+ years old. You may nominate yourself or anyone who is actively in residence and on record at the Clubhouse. If you nominate someone, please make sure that person is willing to be a member of the Board of Directors and serve a term designated by the specific Boards Bylaws.

**NFA BOARD OF DIRECTORS**

*Insert # of seats open NFA Board* Board Seats are to be filled.

Nominee must be a resident of Novato or the surrounding area but cannot be a resident of MVMCC. Nominee should be a business person or someone known to the general public to qualify for this position. If you nominate someone, please make sure that person is willing to be a member of the NFA Board of Directors and serve a two-year term on the Board.

**TO MAKE A NOMINATION FOR ANY BOARD**

Please contact one of the members of the Election Committee and give them the name, address, email address, and telephone number of the nominee. The Committee will contact that person to confirm their agreement to run.

**ELECTION COMMITTEE**

<b>Name</b>	<b>Seat</b>	<b>Phone</b>	<b>email</b>
<u><i>Insert Name</i></u>	<b>Chair</b>	xxx-xxxx	xxxxxxxxxx@xxx.com
<u><i>Insert Name</i></u>	<b>Vice-Chair</b>	xxx-xxxx	xxxxxxxxxx@xxx.com
<u><i>Insert Name</i></u>			

**Last day to receive candidate nominations is 3 weeks prior to the vote count@ 5:00 pm.**

**Ballot Instructions for Voting**

## **PAC BOARD OF DIRECTORS ELECTION**

*Insert Election Dates Here*

### **DO NOT DESTROY OR DISCARD THE MAILING ENVELOPE IN WHICH THIS VOTING PACKAGE CAME**

There are xxx (x) seats open on the PAC Board of Directors. These seats do not pertain to the office of President, Vice President, Secretary or Treasurer. The PAC Board assigns board members to these positions, not the residents. Residents only vote for their choices to fill seats on the Board of Directors.

### **MARKING YOUR BALLOT**

- Mark your ballot for up to xxx, (x) candidates.
- Any writing on your ballot other than checking the boxes of your xxx choices may invalidate your entire ballot.
- Do not use any form of ballot other than the official ballot you received in the mail.
- Mark your choices with an "X" in the box preceding the name of your choice.

### **COMPLETING YOUR BALLOT**

- After marking your ballot, place it in the small blank envelope that was enclosed with your original mailer for your ballot package
  - Do not place more than one ballot in the smaller envelope.
  - Do not write your name nor address on the smaller envelope.
  - Do not place more than one smaller envelope within the larger mailing envelope.
- Place the small, sealed envelope containing your ballot in the large mailer envelope.
- Reseal the larger envelope with tape. Make sure your name and address are visible on the outside of the large envelope.
  - In the unlikely event that you did not save the large envelope, place the small envelope containing your ballot in a larger #10 envelope and seal it. Put your name and address on the outside of the #10 envelope.

### **CASTING YOUR BALLOT**

**A secure ballot box will be placed in the front lobby of the Clubhouse.**

- Put your ballot, still inside the sealed large envelope, in this ballot box.
  - Do not take the small envelope from the larger envelope prior to casting your ballot.
  - All large envelopes must show the voters name & address.

If you cannot get to the Clubhouse during the voting period from noon, insert date until insert date before 7 pm, ask a friend or neighbor to do it for you. Or, you can mail a large # 10 envelope containing the small envelope and ballot to the following address:

**PAC Election Committee  
c/o 100 Marin Valley Drive  
Novato, CA 94949**

**Ballot mailer contents**

**MARIN VALLEY MOBILE COUNTRY CLUB**

**Insert year here PAC & NFA BOARD ELECTION**

**PAC PACKET, (one mailing for each resident registered with AFRE).**

- I. One (1) outside #10 envelope
  - A. Addressed to resident name, address, return address, and postage.
  - B. BOLD TYPE on lower left corner "Do Not Discard,"
- II. Inside that #10 envelope are:
  - A. One, (1) #9, blank envelope with no marks on it.
  - B. One, (1) PAC ballot with voting instructions on reverse side.
  - C. Candidate statements, (2 pages).
- III. Return Address
  - PAC Election
  - 100 Marin Valley Drive,
  - Novato, CA 94949

**NFA PACKET**

- I. One (1) outside #10 envelope
  - A. Addressed to "Resident" address, return address, and postage.
  - B. BOLD TYPE on lower left corner "Do Not Discard,"
- IV. Inside that #10 envelope are:
  - A. One, (1) #9, envelope with no marks on it.
  - B. One, (2) NFA ballots with voting instructions on reverse side.
  - C. Candidate statements.
- V. Return Address
  - NFA Election
  - 100 Marin Valley Drive,
  - Novato, CA 94949

**From:** Veronica Nebb [mailto:vnebb@walterpistole.com]  
**Sent:** Monday, June 23, 2008 12:50 PM  
**To:** David G Harrington; 'Mary Neilan'  
**Cc:** 'David G Harrington'; 'Ed Johnson'; 'Jeanne Skybrook'; Mike Holland; Sandra Figone  
**Subject:** Re: documented procedure for future NFA Elections.

David,

**we agree that Ed has been very helpful and cooperative (as have you), and as staff we would like to thank you for your responsiveness and assistance. Technically, pursuant to the NFA Bylaws, the NFA board will ultimately have to formally approve the election rules for future elections. However, given the timing of this election and the NFA meeting schedule, NFA staff, including Mary and I, have provided assistance in review and comment to the procedures and instructions for this upcoming NFA election. As it relates to this upcoming NFA election, NFA staff and the City Clerk, in her capacity as the elections official and independent third party overseer, are satisfied with the revised rules and procedures as they have been outlined and clarified.**

**Prior to the next election, staff will put the procedures and instructions on an upcoming NFA meeting agenda for discussion and formal approval.**

**Again, thank you and Ed for all of your hard work.**

**Veronica**

Veronica A. F. Nebb  
Sr. Assistant City Attorney  
Walter & Pistole  
670 W. Napa Street  
Suite F  
Sonoma, CA 95476  
Ph: 707-996-9690  
Fax: 707-996-9603  
e-mail: [VNebb@walterpistole.com](mailto:VNebb@walterpistole.com)

----- Original Message -----

**From:** [David G Harrington](#)  
**To:** ['Mary Neilan'](#) ; ['Veronica Nebb'](#)  
**Cc:** ['David G Harrington'](#) ; ['Ed Johnson'](#) ; ['Jeanne Skybrook'](#) ; [Mike Holland](#) ; [Sandra Figone](#)  
**Sent:** Thursday, June 19, 2008 6:37 PM  
**Subject:** RE: documented procedure for future NFA Elections.

Veronica, Mary, one of the key goals of PAC, at this point in time, is improving "sense of community" and "sense of trust" in the procedures we follow. We hope to not have to revisit the procedures surrounding the election process within the near future.

You can help.

Ed has worked with you and followed your every request. The NFA election directly ties PAC and the NFA while being the responsibility of PAC to execute. Ed has done a good job of refining and documenting the process.

Please send an email to Ed, (cc me) validating the cooperation of PAC and soundness of procedures Ed has finalized for the NFA elections.

Again, we look to you for help.

Thanks in advance.

**CERTIFICATION OF UNOPPOSED CANDIDATES**

To: President of P.A.C.

As the Elections Committee Chair responsible for receiving nominations and preparing the ballot, I hereby certify that the following candidates are unopposed for the (PAC or MVSC) election scheduled to be held on \_\_\_\_\_.

List offices and names of candidates:

- PAC
  - PAC seat #1 Candidate name
  - PAC seat #2 Candidate name
  - PAC seat #3 Candidate name
  - PAC seat #4 Candidate name
  - PAC seat #5 Candidate name
  
- MVSC
  - MVSC seat #1 Candidate name
  - MVSC seat #2 Candidate name
  - MVSC seat #3 Candidate name
  - MVSC seat #4 Candidate name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**Instructions for certification of unopposed candidates:**

1. To initiate the election White Ballot process, the Election Committee receiving nominations and preparing the ballot must certify the unopposed status to the P.A.C.
2. P.A.C. upon accepting this certification will issue an order declaring the election unnecessary/cancelled and the unopposed candidate(s) seated.
3. The candidate(s) may take their seats on or after the announcement at the Annual PAC Meeting.
4. To complete this process, a copy of the order canceling the election must be posted on the ballot box that would have been used in the election.

Suggested Election Chairperson Profile

1. Unquestioned honesty of Election President
2. No hidden agenda(s)
3. Maintenance of open mindedness and willingness to consider the opinions of others.
4. Transparency in all communications wherever possible to maintain integrity of the election process.
5. Unwillingness to share confidential information. The PAC Board election overseer/manager (only) should privately maintain these lists at all other times.
6. Following each election and the publication of results, a copy of the official list should be sealed with the election results and kept for 9 months in the PAC Board Office.
7. No "hard copy" resident or homeowner lists are to be copied or given out at any time prior to any election so as to allow opposing sides on issues any unfair advantage in electioneering. This includes park residents and Election Committee members.
8. The Election Committee adviser should maintain the practice of giving all election materials to Mail Com to be sent out using the official Park registered resident and/or HCD Registered Homeowner(s) lists to avoid misuse of these lists by other Park residents.
9. Calculate and post election results in Clubhouse glass notice box, PAC Office bulletin board, and a "DO NOT REMOVE" copy each on the Clubhouse counter and in the PAC wall slot.
9. Initial billing should be sent to the PAC Election Coordinator or Manager first for approval and discussion with the Election Chairperson.
10. PAC & NFA election bills from a bonded mail service should be sent to the approved Park Management company Services, after approval by the PAC Board member election overseer, and approval of the PAC President. All other Boards conducting elections should make their own payment arrangements.