

3.13 Election Procedure. The Board of Trustees must conduct any regular or special membership meeting vote, by-law amendment vote, or any other vote involving the membership of the Association as follows:

A. Appointment of Election Inspectors. At the start of the election procedure, before any election mailings have been sent, the Board of Trustees shall appoint at least 4 members of the Association as election inspectors, to implement the election procedures under the constraints of N.J. State Law and section 3.13 of these By-laws. Election inspectors may not be members of the Board of Trustees, or employees of the Association or agents of the Association. The appointment of election inspectors shall be fair to all factions of association members.

B. Election Observers. Interested members of the Association, which may include Board of Trustees members and candidates and employees of the association or agents, shall be allowed to act as election observers at any point in time throughout the election process, to observe the election process and the handling of the election documents. Election observers may be key-holders as described in 3.13(D), but election observers may not handle any election documents and may not act in place of election inspectors.

C. Election Mailbox. A locked drop-box style election mailbox must be provided for the duration of the election, located at or near the entrance of the Association offices at 550 Chesterfield Drive, Piscataway, NJ 08854. The mailbox shall be marked with the original and still valid Association office address of 555 Chesterfield Drive, and the postmaster of the Piscataway US Post Office will be advised at minimum in writing, prior to the start of the election process, to instruct their postal carriers to deposit any mail addressed to 555 Chesterfield Drive in the election mailbox.

D. Ballot Security. The election mailbox shall have provisions for the installation of no fewer than 3 and no more than 8 uniquely keyed tamper evident locks, to be independently provided by election inspectors and election observers at the start of the election process such that all key-holders must be present simultaneously to open the election mailbox and obtain access to its contents. Key-holders may provide their key to another party they trust if they are unavailable for the opening of the election mailbox. Locks may only be cut in the absence of a key-holder or key-holders and in the presence of at least three remaining key-holders. Any and all election materials including special sized, colored, or printed envelopes or paper, shall be securely stored in the election mailbox after the election mailing is printed. Any sealing or stamping devices if they are to be employed to authenticate any election documents, shall be stored in the election mailbox for the duration of the election process, beginning with the appointment of election inspectors and the installation of the locks, and may only be removed and used under the observation of at least two election inspectors and any interested election observers. On a weekly basis when the election mailbox is opened, replacement envelopes and ballots can be created for members requesting them, under the supervision of at least two election inspectors and any interested election observers. Any such replacement envelopes and ballots shall be logged, and such log shall be stored in the election mailbox.

E. Election Mailings. The delivery of all election related mailings, including but not limited to the call-for-candidates mailing, the initial and subsequent proxy/ballot/profile mailings, and delinquency notice mailings, to the United States Postal Service for delivery to the members of the Association, must be physically witnessed, in-person, by no fewer than two additional election inspectors or election observers. Election inspectors and observers may request a counting of the election envelopes in their presence, prior to mailing. The election mailing shall be sent to all members, regardless of standing. Notice of the day and time of the mailing must be announced to all Association members at least 96 hours prior to the mailing. The mailing shall contain a stamped return envelope addressed to 555 Chesterfield Drive, Piscataway, NJ 08854, with the pre-printed return address of the voting member, and the pre-printed unit number of the voting member in the front lower left corner. In the event a member's address is local to Society Hill, yet

it is known that the member does not physically reside at that address, an effort shall be made to update that member's mailing address with their actual mailing address.

F. Candidate Profile Collection. Candidate profiles must be accepted at the election mailbox, secured by multiple locks as required in 3.13(D), up to the published candidate profile deadline. At the moment of the candidate profile deadline, all election mailbox key-holders will meet to remove the candidate profiles from the election mailbox, and immediately release the identities of all candidates and the full text of their profiles, as submitted and without modification, to all members of the Association. Prior to printing, proof copies of the entire election mailing, including the candidate profiles, shall be submitted to all eligible candidates and all members of the Board of Trustees. The eligible candidates shall have 24 hours to review the proofs. Substantive changes to the candidate profiles are prohibited. Typographical, spelling, punctuation, formatting, and grammatical errors may be corrected. The election inspectors shall rule on any disputed changes.

G. Proxy Design. The proxy shall be designed so as to afford every member of the Association their full voting rights at the meeting of the membership, including the ability to allow their proxy holder to vote on any other matters that may come up at the meeting of the membership. Copies of the original proxy, FAXed or scanned and emailed proxies, properly completed and signed, delivered in the Association provided return envelope or not, or delivered with no envelope, must be accepted. Emailed proxy forms must be promptly printed and deposited, without an envelope, in the election mailbox.

H. Campaigning. With the exception of the Association sponsored "Meet the Candidates" event, campaigning by any individual, including but not limited to a member of the Association or its Board of Trustees, an Association employee, or an agent of the Association, anywhere inside the Association community/office building at 550 Chesterfield Drive, or within 20 feet of its front entrance, is prohibited. With the exception of the Candidate Profiles distributed in the election mailing, the use of Association resources, including but not limited to envelopes, paper, stamps, telephones, mobile phones, email, FAX, or copier, for campaigning, is prohibited. Use of Association databases for campaigning is prohibited, unless those databases are also made available at the same time and in the same format to all candidates running in the election, and in a manner consistent with the association's records privacy policy as communicated to the membership.

I. Interim List of Voting Members. The election mailbox keyholders must meet two days prior to the scheduled meeting of the membership, and weekly prior to the meeting of the membership, to open the election mailbox, count the number of envelopes received, determine if a quorum has been likely achieved, compile an inventory of returned envelopes, and return them to the election mailbox and resecure them. Any and all such counts or inventories must be made immediately public and must be provided to any interested candidates or members of the Association requesting them. At the conclusion of any vote, a list of which units returned an election envelope must be made available to the membership.

J. Pre-Processing of Proxies or Ballots. The processing or opening of proxies and ballots outside the context and oversight of the members at a meeting of the membership, or the processing of by-law amendment votes outside the oversight of the election mailbox key-holders, is prohibited.

K. Good-Standing Threshold. For the purpose of qualification to vote in any annual or special meeting, by-law amendment vote, or any other vote of the membership, the voting member may have an outstanding maintenance fee balance of an amount no greater than one current monthly association maintenance fee. A member's standing at the time of the actual vote counts toward their qualification.

L. Signature Verification. The Association shall maintain a catalog of valid signatures of all Association members. The signatures on the proxy form shall be compared to the signature of the owner on file so as to confirm their authenticity by the election inspectors. Any proxy and vote whose signature does not match in the majority opinion of the election inspectors, shall be rejected and not counted. The initial catalog of valid signatures shall be collected in the same manner as described in 3.13(C), (D) and (E) and shall be secured during and between elections in the election safe as described in 3.13(M), and no reproductions in any format, paper, digital, or otherwise, shall be made. In the event no signature is available for comparison, the election inspectors shall refer to the public record. If no signature is found in the public record, the election inspectors shall compare the signature against the signatures on the two prior years' election proxies. In all cases where no signature is in the signature catalog for comparison, the election inspectors shall document the unit number and segregate the election documents for those units until such time as all election inspectors and interested election observers are satisfied as to the authenticity of the signature.

M. Disposition of Ballots After Final Adjournment. Following the certification of the election results by the election inspectors, the inspectors must make certain that all election ballots are physically and irreversibly separated from any proxies or envelopes or other means that would identify the voter, and must store all election documents in the election safe which shall have provisions for the installation of no fewer than 3 and no more than 8 uniquely keyed tamper evident locks, to be independently provided by the election inspectors and election observers such that all key-holders must be simultaneously present in order to access the contents of the election safe. In the event the election inspectors are unable to certify the election results, all election materials must be stored in the election safe, secured by multiple locks and key-holders, until such time as the election inspectors are able to meet to certify the election results.

N. Access to Election Documents After Certification. Following the certification of the election results by the election inspectors, any member of the Association may inspect all election documents, including but not limited to proxy forms, ballots, rejected proxies and ballots, tally sheets, election inspector reports, and return envelopes. All election safe key-holders must be present to open the election safe and make the election documents available, and the inspection of the original election documents shall be supervised at all times by at least one election inspector. If copies of the secured election documents are made available for inspection, those copies may be inspected without supervision and may be stored unsecured. There shall be no time limit on the length of the inspections, with the understanding that lengthy inspections may need to be conducted over multiple sessions. Alternatively, electronic copies of the election documents may be made available to the member at no expense to the member.

O. Unanticipated Issues. If any election procedure matter arises which is not addressed or is insufficiently addressed by section 3.13, the appointed election inspectors may take action on the matter by a unanimous vote, and such matter and action shall be documented in writing and delivered to all members of the Board of Trustees. If any election procedure matter arises which is not addressed or is insufficiently addressed by section 3.14, the Board of Trustees may take action on the matter only by a unanimous vote of all members of the Board of Trustees, at an open public meeting.

3.14 Elections Conducted by a Third Party. The Board of Trustees may, by a majority vote of its members at an open public meeting of the Trustees, engage the services of an outside third-party to conduct any regular or special meeting of the Association, by-law amendment vote, or any other vote involving the membership of the Association, as follows:

A. Past Affiliations. The outside third-party shall have had no affiliation in the past 10 years with the Association's current and past Board of Trustees members, its current and former employees, or its current and former managing agents.

B. Membership Address List. A list of all members of the association, regardless of standing, their unit number, and their current known mailing address shall be delivered to the third-party. In the event a member's address is local to Society Hill, yet it is known that the member does not physically reside at that address, an effort shall be made to update that member's mailing address with their actual mailing address. An exact copy of the membership list that was delivered to the third-party shall be made available to any member requesting the list within 48 hours of their request.

C. Election Schedule. A schedule of all election events and deadlines, including but not limited to the date of the call-for-candidates mailing deadline, the candidate nomination deadline, the delinquency notice mailing deadline, the candidate profile proof copy deadline, the meet-the-candidates date, the election proxy/ballot mailing deadline, and the date of the annual meeting, shall be delivered to the third-party. An exact copy of the schedule that was delivered to the third-party shall be made available to any member requesting the schedule within 48 hours of their request.

D. Delinquency List. A list of members not in good standing shall be delivered to the third-party, on the dates necessary in the election process, and only on those dates. An exact copy of the delinquency list that was delivered to the third-party shall be made available to any member requesting the list within 24 hours of their request.

E. Signature Catalog. The catalog of valid signatures of all Association members shall be delivered to the third-party. The catalog may not be reproduced in any form, paper, digital, or otherwise. The signatures on the proxy form shall be compared to the signature of the owner on file so as to confirm their authenticity. Any proxy and vote whose signature does not match shall be rejected and not counted.

F. Election Materials. A sample of the Association's election documents, to serve as a template in creating the election documents for the current election, including but not limited to the proxy, ballot, envelopes, cover letter, candidate profiles, and call-for-candidates letter, shall be provided to the third-party. The third-party shall be responsible for production and mailing of all election materials. For the duration of the election, any and all election materials including special sized, colored, or printed envelopes or paper, and any sealing or stamping devices if they are to be employed to authenticate any election documents, shall be delivered in to the custody of the third-party by the Association.

G. Interim List of Voting Members. Obtain from the third-party, two days prior to the annual meeting, and at weekly intervals prior to the annual meeting, a list of unit addresses of members that have returned proxy/ballot envelopes. An exact copy of the list shall be made immediately available to any member requesting the list.

H. Election Inspectors. Accommodate at least 4 inspectors, provided by the third-party, at the annual meeting, to open and process the proxy/ballot envelopes, under the observation of the members present at the annual meeting. The proxy/ballot envelopes shall not be opened for any reason prior to the annual meeting at which a quorum has been achieved.

I. Written Agreement. A written contract between the Association and the third-party shall exist, and shall directly reflect the requirements of section 3.14, and any non-conflicting requirements of section 3.13.

J. Interaction with Third-Party. Members of the Board of Trustees, employees and agents of the Association, and members of the Association shall not interact with or interfere with the third-party except to the extent specifically detailed in section 3.14. Interference shall include a lack of response or a delay in response from the Association to the third-party. Any such interactions or interference shall be reported by the third-party directly to all 7 individual members

of the Board of Trustees, within 24 hours of known occurrence, and such report shall be made available to any member of the association requesting the report. Association members are permitted to contact the third-party directly to ascertain if any such reports exist, and the third-party shall be obligated to provide copies of such reports if they exist.

K. Default. In the event of a default on the terms of the agreement between the third-party and the Board of Trustees, all election documents in the possession of the third-party shall be directly transferred to another third-party selected by the Board of Trustees, subject to all the same conditions outlined in section 3.14, and with no election documents passing through the hands of any other party. In the event the Board of Trustees votes to take over the election process mid-way, the Board of Trustees must transition to the requirements outlined in section 3.13 without compromising the security of the election. Any transferred election documents must be done so under the supervision of at least two representatives from the third-party and three key-holders from the Association.