



B E A R H O L L O W V I L L A G E

HOMEOwner'S ASSOCIATION
PARK CITY, UTAH

POLICY STATEMENT TRUSTEE ELECTION GUIDELINES

PURPOSE:

The following Guidelines for the election of Trustees are hereby established.

AUTHORITY:

In accordance with the Association By-Laws and Article 3.3 et. seq. of the Second Amended Restated and Confirmatory Declaration of Protective Covenants, Conditions, and Restrictions for Bear Hollow Village (CC&Rs) the Board of Trustees for the Homeowners Association is empowered to promulgate Rules & Regulations for the proper and safe management of the community.

THIS POLICY HEREBY ESTABLISHES THE FOLLOWING GUIDELINES FOR TRUSTEE ELECTIONS:

- The HOA Board of Trustees is currently comprised of five members. In accordance with the CC&Rs, Trustees are elected for a two-year term of office. Trustee elections are staggered so that all terms do not expire in one year.
 - In the event all Trustee terms are up for election in the same year, the new Trustees shall serve a one- or two-year term, as decided by mutual agreement or by lottery if necessary. Three Trustees shall serve two-year terms, and two Trustees shall serve one-year terms.
- Trustee elections are held at the Annual Meeting of the Homeowners Association, convened in early December (or at any adjournment thereof).

- The HOA will announce Trustee vacancies to all owners via email.
- Owners seeking election to the Board of Trustees should send a notice of intent to seek nomination at the Annual Meeting to the HOA Management Company no later than October 22nd. Any notices received after October 22nd will not be accepted.
- Owners seeking election to the Board of Trustees should include a brief statement of their qualifications, their reasons for seeking nomination, and any other relevant information they would like included with their notice of intent. This information will be included with the ballots for the election. The information should be submitted to the HOA Management Company no later than October 15th. Information received after the cut-off date will not be accepted / honored.
- No two Trustees shall be related by blood or marriage, nor shall any Trustees share joint ownership in a Unit with another Trustee.
- If ownership of a unit is held in the form of a trust, LLC, corporation, partnership, or other similar type of recording, the candidate running for the office of trustee must submit appropriate documentation to clearly identify the candidate as a principal, owner, partner, or similar position in the registered entity, and therefore a valid Bear Hollow Village property owner, prior to the election.
 - Additionally, if an ownership of a unit is held in the form of a trust, LLC, corporation, partnership, or other similar type of recording, the owner must submit appropriate documentation to clearly identify the individual as a principle, owner, partner, or similar position in the registered entity, and therefore a valid Bear Hollow Village property owner and qualified to vote as an owner in the election.
- Statements / information submitted by Trustee candidates should be submitted to the HOA Management Company in electronic format, in the body of an email or in an attached PDF and should be no more than 300 words long.
- The HOA will send all Owners in good standing a Notice of the Annual Meeting date and information on Trustee vacancies / candidates for that year at least 30 days prior to the announced meeting date.
- The Notice will include a Proxy Ballot for Owners to use to express their voting preference(s) for Trustee election and other matters. All candidates who have made their intention to run for Trustee known to the HOA by the October 22nd deadline will be listed on the Proxy Ballot. This Proxy Ballot shall include the biography / candidacy information submitted by the candidate.
- Proxy Ballots submitted by Owners must be submitted to the HOA Management Company in accordance with the instructions noted on the proxy form. Only one Proxy Ballot may be submitted per Unit. Submission options include:
 - US Mail: PO Box 925, Midway, UT 84049

- Email: bhvhoa@knkpropertymanagement.com
 - In Person: 345 W 600 S Ste 116, Heber City, UT 84032
 - Online: Via link sent with Notice
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- A Trustee voting form will be made available for all Owners attending the meeting in person. In-person voting forms will supersede any prior proxy submitted by the Owner.
 - All Proxy Ballots shall be submitted to and counted by the HOA Management Company. At the Annual Meeting, the HOA Management Company shall coordinate in-person voting, including counting all ballots and announcing the results.
 - At the Annual Meeting, all candidates for Trustee election must have their name placed into nomination by themselves or an Owner in good standing and seconded by an Owner in good standing.
 - Any Owner seeking candidacy for a Trustee position that has not previously submitted their name and biography / information to the HOA for inclusion on the Proxy Ballot sent to all Owners prior to the Annual Meeting, or listed on the in person ballot, may have their name placed into nomination and be considered for election, but they have no recourse to request new proxy voting forms be created and sent to Owners which would include their name / information or to request any proxy not containing their name be voided.
 - The HOA Management Company will collect all ballots submitted by Owners in attendance at the meeting and all proxy forms sent in according to the guidelines established for the election.
 - At least two members of the HOA Management Company will review and count all votes received and will submit the results to the Board of Trustees along with a certification that all vote ballots and proxy forms were reviewed and counted in a fair and impartial manner.
 - The Board of Trustees or HOA Management Company will post the results of the Trustee election on the HOA Clubhouse bulletin board within 24 hours of their receipt, and on the “Announcements” page of the HOA website within 72 hours. The results will also be posted in the Owner Portal maintained by the HOA Management Company and emailed to all owners with a valid email address on file.

Questions and candidacy submissions should be sent to:

Jennifer Booth, K&K Property Management

jennifer@knkpropertymanagement.com / call or text 435-200-4713

These guidelines are hereby enacted and effective October 3rd, 2023.