

Wild Marsh Homeowners' Association

2024 Election Committee

Meeting Notes

Date: May 7, 2024, 10:00 a.m.

Attendees: Carrol Knutson, Chair
 Patricia Dutra
 Gloria Gillette

Activity	Notes	To Do	Person Assigned	Due Date
1. Supplies	Envelopes <ul style="list-style-type: none"> ● Manilla # 11 – 376 on hand (need 39) ● White # 10 – 69 (need 39) ● White # 9 – 68 (need 78) Stamps – 80 (need 117) Address labels – 0 <ul style="list-style-type: none"> ● Homeowners – need 3 sets ● Secretary of the Board – need 2 sets 	Buy 1 box Buy 3 books Print	Gloria Gloria Gaughan	July 1 July 1 May 22
2. Forms and Letters	Forms to review/revise/copy <ol style="list-style-type: none"> a. Detailed, working timeline b. Summary timeline for Board c. Memo of instructions to Board Secretary d. Letter to homeowners for nominations (* Updates by Elections Comm may be applied to documents by Gary)	Complete 2024 dates 2024 dates Complete	Carrol Carrol Carrol	May 10 July 15
3. Timeline	A. Letter to homeowners requesting nominations	<ul style="list-style-type: none"> ● Drafted ● Finalized ● Printed (45) ● Mailed ● Due back from homeowners 	Elections Elections Patricia Patricia	May 7 May 15 May 17 May 31 July 1
	B. Ballot Cover Letter/Ballots to homeowners	<ul style="list-style-type: none"> ● Draft cover letter 	Elections Elections	July 1 July 9

Activity	Notes	To Do	Person Assigned	Due Date
		<ul style="list-style-type: none"> ● Letter and Ballots Finalized ● Printed ● Ballot mailing prepped ● Mailed ● Returned by homeowners to Bd Sec 	Gloria Elections Carrol	July 10 July 23 Aug 1 Sept 3
	C. Tally document creation	<ul style="list-style-type: none"> ● Add names 	Gloria	Sept 24

Meetings:

- Elections Committee, July 23, 10-12 at Carrol’s house; will prep ballots to send
- Annual Meeting, September 25, 6:30 pm, City Hall

Breakdown of mailings

1. Nominating Letter
 - a. 1 #9 envelope
 - i. Homeowner address label
 - ii. Secretary of Board return address label
 - iii. Stamp
 - b. Letter requesting nominations
2. Ballot Letter
 - a. 1 #11 manilla envelope
 - i. Secretary of Board return address label
 - ii. Homeowner address label
 - iii. Stamp
 - b. 1 # 10 white envelope
 - i. Homeowner return address label
 - ii. Secretary of Board address label
 - iii. Stamp
 - c. 1 #9 white envelope
 - i. Stamped ‘Confidential’