

CARBON CANYON I

Homeowners Association

14780 Pipeline Ave □ Chino Hills □ California 91709 □ (909) 444-7655

TO: ALL CARBON CANYON I MEMBERS
FROM: VIKI VALENZUELA, COMMUNITY MANAGER

NOTICE OF 2016 ANNUAL MEETING/ELECTION

The ANNUAL MEETING of the Carbon Canyon I will convene:

TUESDAY * December 13, 2016 * 7:00 PM

Community Pool Clubhouse

The purpose of this meeting is to elect your Board of Directors and to conduct such other business as may lawfully come before the membership. There are five (5) positions up for re-election. Terms to be determined when quorum is met and ballots are counted. Candidates with the highest of votes will be placed in the three-year term, two-year terms and then lowest in the one-year term. Please mark your calendar and plan to attend.

QUORUM: The meeting **may not** be conducted unless a quorum of the membership is in attendance or **represented by this Secret Ballot**. A quorum for this Association is Fifty-one (51%) of the owners of homes in attendance, in person or by Secret Ballot, for the transaction of any business.

It is very important that you either attend the meeting in person or mail in your Secret Ballot so that a quorum may be present.



OFFICIAL NON-REVOCABLE BALLOT

CARBON CANYON HOMEOWNERS ASSOCIATION ANNUAL MEMBERSHIP MEETING

Date: December 13, 2016

Meeting Time: 7:00 pm

Location: Community Pool Clubhouse

INSTRUCTIONS TO VOTER: The Association is electing Five (5) Directors. This election is cumulative; each household is entitled to a maximum of Five (5) votes, which can be cast for any of the candidates listed below. You may cast as many as Five (5) votes for one (1) candidate or you may distribute the total of Five (5) votes amongst any number of candidates so long as the total number of votes does not exceed Five (5) (Fractional voting is not allowed).

After you have completed your ballot, you must insert it into the small envelope, seal that small envelope and then insert the small envelope into the larger envelope marked 'Inspector of Elections' and please seal the larger envelope as well. In the upper left hand corner the outer envelope, it is extremely important that you print your name and account number, the address of your property located in the Association; sign your name on the signature line and mail it to the Inspector of Elections.

The Inspector of Elections must receive your Ballot on or before 12:00 noon the last business day before the election date. You may hand deliver your sealed Ballot to 14780 Pipeline Ave. Chino Hills, Ca. on or before 12:00noon the last working day prior to the election date, **or bring it to the Annual Meeting before the polls close.**

BOARD OF DIRECTORS ELECTION

Polls open from 7:00 pm until 7:30pm

- # of
(votes) CANDIDATE NAMES
- () Betty Friel - Incumbent
 - () Bill Potts – Incumbent
 - () Bill Verstynen
 - () Charles Blank – Incumbent
 - () Darlene Baca - Incumbent
 - () Meta Vanderwerff - Incumbent
 - () Abstain from voting for Board of Directors **(Mark here to count Ballot for Quorum purposes only)**

IRS REVENUE RULING 70-604 VOTE

To comply with the IRS Revenue Ruling 70-604 if the Association has a surplus of funds at the budget year-end, the Membership needs to vote to apply any excess funds to next year's budget to reduce potential tax liabilities.

() For

() Against

() Abstain

AGENDA

Annual Meeting of the Members of the Carbon Canyon I Homeowners Association

NOTE: No audio or video recording is allowed by attendees. However, the Secretary may record the meeting to aid in the preparation of minutes of the meeting. The recording is then disposed of once the minutes have been prepared.

1. **Registration.** Registration of ballots and persons starts at 7:00 p.m. Polls are closed at 7:30 p.m.
2. **Announcement of Quorum and Call to Order.** Once quorum has been achieved the meeting will be called to order by Management or the Board President.
3. **Nominations.** Nominations from the floor
4. **Nominee Introductions.** Introduce nominees and allow statements by nominees.
5. **Voting.**
6. **Open Forum.** Members in good standing are free to speak on any matter of interest to the community. Members must observe rules of decorum and not disrupt the meeting. Each person will have three minutes to speak. If they are in the middle of a sentence when time is called, they may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to someone else.
7. **Announcement of Election Results and IRS Revenue Ruling.**
8. **Adjournment.**
9. **Organizational Meeting of the Board.** New and continuing Board Members will meet after the meeting to elect officers and establish meeting dates and times.