

# TARZANA PLAZA

## CONDOMINIUMS ASSOCIATION

March 20, 2019

To: Owners at Tarzana Plaza Condominiums Association

Re: **Official Notice of a Special Meeting for Restated CC&Rs and Bylaws Amendment Vote**

The Special Meeting of Members will be held as follows:

**Date:** Tuesday, May 7, 2019  
**6:45 PM** Registration of Hand Delivered Ballots  
**7:00 PM** Call to Order  
**Location:** Sherman Oaks Women's Club  
4808 Kester Ave  
Sherman Oaks, CA 91403

In my capacity as court-appointed receiver, I have set May 7, 2019 at 7 pm. at the Sherman Oaks Women's Club, 4808 Kester Ave, Sherman Oaks, CA 91403 to hold the election meeting for opening and counting ballots cast for or against the proposed amendments to the CC&RS and Bylaws. The final versions of the Bylaws and CC&Rs are enclosed herewith.

Also enclosed with this notice is the information regarding the Special Meeting and Amendments. Please read the information carefully before completing your Ballot and Envelope #2 - return envelope. Any errors may disqualify your ballot. Failure to sign Envelope #2 will also disqualify your ballot.

Enclosed with this notice are the following:

- Voting Information from The Inspectors of Election, LLC (TIE)
- Second Amended and Restated Declaration of Covenants, Conditions & Restrictions (CC&Rs)
- Restated Bylaws
- An Official Ballot to vote on the Amendments to the Bylaws and CC&Rs
- A Yellow "Secret Ballot Envelope" ( #1 )
- A Ballot Return/Registration Envelope ( #2 )

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### PROPOSED MEETING AGENDA

<b><u>Registration of hand delivered ballots</u></b>	<b>6:45 PM - 7:00 PM</b>
1. Close of Registration & Call to Order by the President	<b>7:00 PM</b>
2. Introduction of Appointed Inspectors of Election	
3. Quorum determination by the Inspector of Election	
4. Close of Polls and Counting of Ballots - Inspector of Election	
5. Election Outcome by Inspector of Election	
6. Adjournment	<b>8:00 PM *</b>

\* Adjournment will occur following the counting of the ballots and announcement of the results of the voting.

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Please direct any questions about the election process or the enclosed balloting information to The Inspectors of Election at 888-211-5332 or [info@theinspectorsofelection.com](mailto:info@theinspectorsofelection.com).

Thank you for your participation in this very important voting event.

Steve Donell, Receiver

On Behalf of Tarzana Plaza Condominium Association



The process of conducting elections in Common Interest Developments (CIDs) in California is controlled under Civil Code §5100-5145. The procedure for voting is conducted in a process modeled after the absentee ballot process used by California counties. As it is with that process, there is to be no identification on the ballot you will be submitting that might identify the voter. The process is to be overseen by an independent third-party inspector of elections **The Inspectors of Election, LLC (TIE)** has been selected to provide that function for this election cycle.

Passage of the Second Amended and Restated Declaration of Covenants, Conditions & Restrictions (CC&Rs) requires an affirmative vote of at least sixty-six and 2/3 percent (66 2/3 %) of the members to vote in favor of this Amended and Restated Declaration for it to be approved. Passage of the Restated Bylaws requires an affirmative vote of at least a majority of the members for it to be approved.

If more than one individual owns a unit, while each is a member of the association, there is only one ballot for each unit and the members need to agree, collectively, how to cast the vote for the unit on the single ballot. The Ballot Return / Registration envelope (#2) must be signed by at least one owner of record.

**Owners of multiple lots will be provided a single ballot and envelope set for each lot owned. Each ballot must be returned in its individual envelope set.**

The Civil Code (§5100-5145) is very specific about how the ballot and voting **must** be completed. If you do not follow the directions, your ballots may not be counted. The process is as follows:

1. Complete your voting on the Official Ballot in the packet. **Use only black or blue ink. Please see back of ballot for complete ballot instructions.**
2. Place your completed Official Ballot in the Secret Ballot Envelope #1 and seal it.
3. Place the Secret Ballot Envelope #1 in the Registration Envelope #2 that has been provided with your name and unit address. **Be sure to complete by signing your name. If you do not sign as indicated, we will not be able to count your ballot.**
4. Return your completed Registration Envelope. It is pre-addressed to TIE *and return postage has been added for your convenience*. It must be received by TIE by mail no later than **5:00 PM on Monday, May 6, 2019**. Alternatively, you may hand deliver your ballot to the meeting on Tuesday, May 7, 2019 during the Registration period as noted on the notice and agenda.

You are encouraged to complete the ballot now and mail it to TIE. If you have lost or destroyed your ballot, you can contact The Inspectors of Election, LLC ([info@theinspectorsofelection.com](mailto:info@theinspectorsofelection.com)) before the meeting to arrange for a replacement. If you do not mail the Ballot, please bring it to the meeting.

TIE's responsibility in this process is to provide this election package to each owner in good standing; receive the returned Registration Envelopes containing your Official Ballot; register them to establish a quorum to count the votes; bring all unopened Ballot Envelopes to your Board Meeting; open the Registration and Ballot Envelopes and tabulate the results. TIE will then certify the voting/election results and provide them to your Board of Directors. The Inspectors of Election reserves the right to extend the voting to allow for maximum voter participation.

**How can you help? Do not wait for the last minute to complete your voting.** Set a goal to complete and return your ballot within five (5) days of receiving this package. If for some reason, you cannot return your ballot by mail, you may hand deliver it by bringing it to the meeting. The Inspectors of Election reserves the rights to extend the voting period to allow for maximum participation of the membership.

We thank you for your cooperation and participation in this important voting event.

**Kurtis Peterson, CMCA**  
The Inspectors of Election, LLC