**(Title or email or letter)**

 **NOTICE OF ANNUAL ELECTION OF DIRECTORS, NOMINATION PROCEDURE, AND NOMINATION DEADLINE**

**(Top of the email above the salutation/opening)**

**MONTAGE AT MISSION HILLS HOMEOWNERS ASSOCIATION**

**ANNUAL MEMBERSHIP MEETING AND BOARD OF DIRECTORS ELECTION: March 18, 2023**

**BOARD MEMBERS TO BE ELECTED: Three Members of the Board of Directors to be elected for two-year terms ending in 2025**

**DEADLINE FOR SUBMITTING APPLICATION FORMS: December 28, 2022, at 3:00 P.M.**

To All Association Members,

**PLEASE TAKE NOTICE**. The Association's Annual Membership Meeting, at which three (3) directors will be elected to the Association's Board of Directors, will be held as follows:

**Date:** March 18, 2023

**Time:** 9:30 A.M.

**Closing of Polls:** 10:00 A.M. approximately or as determined by President

**Primary Location:** Zoom Meeting. On line meeting with information to follow with the meeting agenda

**In-Person Location:** Conference Room, Offices of Personalized Property Management, Personalized Property Management, 68950 Adelina Road, Cathedral City, CA 92234

The Board of Directors has duties and responsibilities it performs on behalf of the Association. These duties are outlined in the Association's governing documents and those required by law. You may review and download a copy of the governing documents on the Association Governing Documents webpage by [**CLICKING HERE**](http://montageatmissionhills.org/governing-documents/) or copying and pasting the following web address into your browser. <http://montageatmissionhills.org/governing-documents/>. For further information regarding the Association's 2023 Election, please [**CLICK HERE**](http://montageatmissionhills.org/2023-election-info/) or paste the following web address into your browser. <http://montageatmissionhills.org/2023-election-info/>

**PLEASE TAKE FURTHER NOTICE**. The following information and procedures provide information related to the nomination of candidates for election to the Association's Board of Directors:

**Qualifications for Directors.** To qualify as a candidate for election to the Board of Directors, the nominee must be a current member of the Association at the time of the nomination and must have been a member for at least one year before the nomination. Additionally, no person may be a candidate for election to the Board of Directors or, if elected, continue to serve as a member of the Board if the person:

* Is delinquent in the payment of regular and special assessments owed to the Association subject to the following: (1) disqualification can be avoided by payment of the regular or special assessment under protest under Civil Code §5658, or if the nominee has entered into a payment plan with the Association according to Civil Code §5665, or if the Association has not provided the nominee with the opportunity to engage in internal dispute resolution; and (2) a nominee or incumbent director may not be disqualified for nonpayment of fines, fines renamed as assessments, collection charges, late charges, or costs levied by a third party.
* If elected, the candidate is a joint owner of an interest in the same separate interest parcel with another person who has been appropriately nominated for the current election or is an incumbent director.
* The candidate has a past criminal conviction that, if the candidate were elected, would either prevent the Association from purchasing required fidelity bond coverage or terminate the Association's existing fidelity bond coverage.

**Self-Nomination.** Association members who wish to nominate themselves as a candidate for election to the Board of Directors must complete and submit the attached Board of Directors Application Form and return it to the Association at the address below no later than 3:00 P.M. on the date set as the deadline for submittal of an Application for the Board of Directors.

**Third-Party Nominations**. Members who wish to nominate another member as a candidate for election to the Board of Directors must complete and submit the enclosed Board of Directors Application form to the Association at the below address no later than 5:00 P.M. on the date set as the deadline for submittal of nominations for directors.

**Delivery of Candidate Nomination Forms to Association.** The Association must receive a completed Board of Directors Application form by the established submittal deadline for a proposed candidate to be placed on the ballot. The completed forms may be hand-delivered, mailed, faxed, or emailed to the Association. Any Application received after 3:00 P.M. on the date set as the deadline for submittal of nominations will be disregarded, and the nominee named in the form will not be placed on the ballot for the election.

**Confirmation of Receipt of Application**. The Inspector of Election will confirm the receipt and qualifying status of all Board of Director Applications to the candidates by email, fax, or letter within ten (10) days of its receipt of the Application correctly submitted according to the instructions provided.

**Inclusion of Candidates on Ballot.** All nominees who meet the qualifications to serve on the Association's Board of Directors and have confirmed their willingness to run for election to the Board of Directors will be listed on the ballots for the election so long as the Application form in which they were nominated was received on time.

**Uncontested Elections.** If, at the nomination deadline, the total number of candidates for election to the Board is equal to or less than the number of seats to be filled, then those candidates with the required qualifications are deemed elected by acclamation. The terms of the newly elected Directors shall commence upon the expiration of the predecessors' terms. The Association may cease the distribution of ballots for the election and conducting the election if no other matter is before the Association for a vote. If the number of Directors so elected is less than the number of seats to be filled at the election, the incoming Board of Directors shall fill any vacancy that exists as provided for in the Association's bylaws.

**Confirmation of Willingness to Run.** All candidates nominated by someone other than themselves will be required to confirm their willingness to run for election to the Board of Directors within ten days of the submittal of the Board of Directors Application form.

If you desire to put your name in nomination or if you are nominating another Association member for inclusion on the ballot for the election of directors, please complete the enclosed Board of Directors Application to be a candidate and deliver it to the Association by either hand delivery, first-class U.S. mail, fax, or email by 3:00 P.M. on the date set forth above as the deadline for submittal of nominations. Any Application forms not received by the Association on time will be disregarded, and the nominee named in the form will not be placed on the ballot for the election.

For hand delivery or delivery by mail:

Montage at Mission Hills Homeowners Association

ATTN: Shelly Ruegsegger

Personalized Property Management

68950 Adelina Road, Cathedral City, CA 92234

For submission by fax:1 760 325-9300

For submission by email: sruegsegger@PPMinternet.com

If you have any questions, don't hesitate to contact the acting inspector of elections, Scott Reese.

Scott Reese

Acting Inspector of Elections

Scott.o.reese@gmail.com

408-482-8290