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03/15/2023 10:38 AM RESOL
TIMBERLAKE COMMUNITY CLUB #185075 Rec Fee: \$207.50 Pages: 5



After Recording Return to:
Timberlake Community Club, Inc.
2880 East Timberlake West Drive
Shelton, WA 98584-7936

DOCUMENT TITLE:	Timberlake Community Club Resolution 2023-03
REFERENCE NUMBER OF RELATED DOCUMENTS:	N/A
GRANTOR	Timberlake Community Club, Inc.
GRANTEES:	Public - residents of the Timberlake Community
LEGAL DESCRIPTION	Timberlake Divisions - 13
ASSESSOR'S PROPERTY TAX, (PARCEL NO.:	Division 1 - 20018-50-00001 thru 2201 8-50-09162 Division 2 - 2201 7-50-00001 thru 22017-50-00908 Division 3 - 22018-51-00001 thru 2201 8-51-00902 Division 4 - 2201 8-52-00001 thru 22018-52-00061 Division 5 - 22018-53-0000 thru 22018-53 -00903 Division 6 - 22018-54-00001 thru 22018-54-00088 Division 7 - 22017-50-0000 1.thu 22017-50-00104 Division 8 - 22007-51 -00001 thru 22007-51-90933 Division 9 - 22017-51-00001 thru 22017-51-00169 Division 10 - 22017-52-0000] thru 2201 7-52-000 88 Division 11 - 22017-53-00001 thru 22017-53-00900 Division 12 - 22018-55-00001 thru 22018-55-0001 8 Division 13 - 22008-50-00001 thru 22008-50-00900

TIMBERLAKE COMMUNITY CLUB

RESOLUTION NO. 2023-03

Timberlake Election Committee

1. Purpose:

To ensure the results of all elections conducted by the Timberlake Board of Directors are safeguarded and reported accurately so that there are no questions as to the validity of the results.

2. Authority: The Election Committee does not have the authority to add or change any rules or Resolutions without the approval of the Timberlake Board of Directors. The Board of Directors can delegate to the Election Committee the responsibility to safeguard, tally and report results of all elections.

3. Duties:

- a. Maintain and secure the contents of the ballot box.
- b. Collect all returned ballots.
- c. Verify member's eligibility to vote.
- d. Tally the results of the returned eligible voting ballots.
- e. Report the election results to the Board of Directors and to the membership at the Community or Annual Meeting.

4. Officers: The Board of Directors will appoint the Election Committee Chairperson in March. No other officers are needed.

5. Members:

- a. The Chairperson will appoint six (6) to eight (8) community members to serve on the Committee. All members must be in good standing with no outstanding covenants violations or delinquent dues, fines, or liens.
- b. Members selected must complete a Committee Application Form if they have not served on another committee in the past year. Chairperson will submit completed forms to the Office Staff.
- c. Members must not have any conflict of interest, such as relationship status or relative, to any member running in the election as an Electee.

6 Tally Procedures:

- a. Each task must be completed by **ALL** counting pairs before moving on to the next task. No moving on to the next task if other counter pairs are still working on the prior task.
- b. Voting envelopes in the Ballot Box.
 - 1) After the "Must be Returned" date on the ballots the Chairperson will convene the Election Committee. Election Committee members will be organized in counting pairs.
 - 2) The election Ballot Box will be unlocked, and all its contents counted.
 - 3) All returned Election Envelopes will be checked to ensure some form of identification is showing on the envelope, either member's name, mailing address or Division and Lot Number. **NO ENVELOPES WILL BE OPENED. OR BALLOTS REMOVED.**
 - 4) Those envelopes with no identification will be given to the Chairperson for further identification. The Chairperson will gather the unopened envelopes and with the help of the Office Staff try to verify member.

- 5) If proper identification can be made envelope will be given to the appropriate counting pair to be tallied.
 - 6) Election envelopes will then be distributed to the Committee members in alphabetical batches so that they can be compared to the member list compiled by the Office Staff to ensure none are delinquent or have outstanding Covenant violations. These will be highlighted on the list.
 - 7) Those that are valid will be marked off the member list to prevent accidental double voting.
- 8) **ONCE ALL ENVELOPES HAVE BEEN VERIFIED MAILING ENVELOPES CAN BE OPENED AND BALLOTS REMOVED.**
- 9) Opened Mailing Envelopes are set aside for a verification count after all votes are counted.
 - 10) Counting pairs open and review the ballots and mark members voting on the Voting Tally Worksheet.
 - 11) Once counting pairs have completed counting and tallying all votes, they will count Ballots and verify number of ballots matches the number of Mailing envelopes and Ballot envelopes.
 - 12) Once the Ballots and votes count matches, the votes on the Voting Tally Sheet are added for each item voted on. Counting pair signs and dates the Tally Sheet and it is given to the Chairperson.
 - 13) Chairperson will open the Mailing Envelopes that did not have any member identification and with the help of the Office Staff try to verify the member.
 - 14) Where identification cannot be verified, envelopes will be secured by Chairperson and kept in storage in a secured location along with all counted ballots.
 - 15) Chairperson will add all tally sheets and prepare tentative results for the Board.
 - 16) All mailing envelopes, ballot envelopes and ballots will be bundled and placed in secure location.

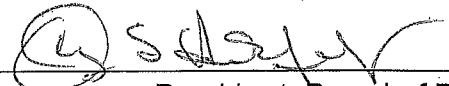
- c. Ballots submitted at the Annual Meeting
 - 1) Before the Chairperson announces that all votes must be submitted, members can submit Mailing Envelopes to be counted.
 - 2) Verifying and counting these late additions will follow the same process as outlined above.
 - 3) Chairperson will add the results of these ballots to the tentative results and prepare the results and submit to the Board for review and announce results to the membership.

- 7. **Observers:** Members are welcome to observe the vote counting process however they are observers and will not be disruptive with loud talk or adding unsolicited advice. Any questions or comments observers have will be directed to the Chairperson. Disruptive observers will be asked to leave.

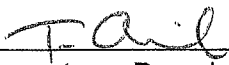
- 8. **Severability:** If any provision of this Resolution is found to be unlawful, the remainder shall not be affected.

- 9. **Effective Date:** The terms of this resolution apply on its effective date, and they apply to all circumstances currently existing at the time of its approval, except when to do so would interfere with existing, vested rights. Existing, vested rights are limited to those matters and conditions that were properly approved by Timberlake as required; and in compliance with all relevant Timberlake Restrictive Covenants and other Rules as of the time of their approval, if any approval was required, and subsequently, as those Rules have existed over time.

THIS RESOLUTION was adopted by the Timberlake Community Club Board of Directors this 15 day of March, 2022.



President, Board of Directors



Secretary, Board of Directors

STATE OF WASHINGTON)
) ss
COUNTY OF MASON)

On this 15 day of March, 2023, personally appeared before me, G. S. S. S., personally known to me to be the President of Timberlake Community Club, the corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said instrument.

Witness my hand and official seal affixed the day and year first above written.

Gena R. Scott

PRINT NAME: GENA R. SCOTT

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON, residing at MASON COUNTY

My commission expires: 7-11-2026

STATE OF WASHINGTON)
) ss
COUNTY OF MASON)

On this 15 day of March, 2023, personally appeared before me, Raine, personally known to me to be the Secretary of Timberlake Community Club, the corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said instrument.

Witness my hand and official seal affixed the day and year first above written.

Notary Public
State of Washington
Gena R Scott
Commission No. 22026950
Commission Expires 07-11-26

Gena R. Scott
PRINT NAME: GENA R. SCOTT
NOTARY PUBLIC IN AND FOR THE STATE
OF WASHINGTON, residing at MASON CO.
My commission expires: 7-11-2026