

**Schedule of 2022 Election of Board of Directors for BellaVita Homeowners' Association
(APPROVED)**

Day	Date	Event	Comment
Tuesday	12/14/2021	Send pre-paid postage to printer Send first mailing docs to printer	Community Manager Committee chair
Wednesday	1/5/2022	First Notification letter to homeowners mailed. Includes Willingness to Serve Form, Model Ethics statement	Includes criteria for completing the form. First class mail. Return address is Clubhouse (Staff checks returned mail & updates database)
Wednesday	1/5/2022	--Staff creates 2022 Elections tab on website --Director study information placed on BellaVita webpage under 2022 tab --Ballot box placed in Clubhouse lobby for Willingness to Serve forms	Committee creates content for webpage
Tuesday	2/1/2022	-- Willingness to Serve forms due by 5pm at Clubhouse by mail or hand delivered. -- Ballot box removed -- Invite Board to Candidate Prep	Staff scans WTS forms to Elections chair for printer. Staff prepares bulletin board with candidate info and photo
Saturday	2/5/2022	Candidate Preparation meeting – Candidates and committee members – 10:30am in Annex	Board welcomed to attend
Tuesday	2/8/2022	Second notification letter to homeowners mailed (or Uncontested Election letter). Includes candidate Willingness to Serve forms, dates for the Meet & Greet and forums, notification of annual meeting and meeting agenda	Includes volunteer appreciation reception notice. Print front and back where appropriate If uncontested, include ballot instead of WTS forms
Tuesday	2/15/2022	Third notification letter (if necessary) to homeowners. Includes Ballots and instructions for voting. Ballot box placed in Clubhouse lobby for ballots	Required 20 days prior to deadline for returning ballots. Not necessary if election is uncontested
Thursday	2/17/2022	Meet the Candidates Forum at 7pm in the Ballroom Plan for seating – 75, round tables	Only formal forum. Each candidate makes remarks
Thursday	2/17/2022	Meet & Greet the candidates at 8pm in the Ballroom	Open forum. Homeowners interact one on one with candidates. Light refreshment
		Ballot box in the Lobby	Community Manager
Monday	3/7/2022	Candidate notifies Election Committee chair of observer, if there is one	
Wednesday	3/9/2022	--Ballots due before close of business at the Clubhouse. -- Staff secures ballot box.	Ballots sent/delivered to Clubhouse only.
Friday	3/11/2022	-- Inframark verifies ballots (9am) -- Election Committee counts ballots in A&C , 10 am -- Election chair calls all candidates with results --Perpetual plaque updated	Elections chair
Monday	3/14/2022	Preliminary Election results posted in Newsletter	Notice includes ballot count
Wednesday	3/23/2022, 7pm	BellaVita HOA Annual meeting, introduction of new board members, Volunteer Appreciation Recognition and Reception in Ballroom	Awards committee and Elections committee host reception



Highlighted events not required if election is uncontested.