

March 20, 2013

**MYRTLE TRACE CONDOMINIUM ASSOCIATION
213 Southampton Drive
Venice, FL 34293**

POLICY - Election Procedures for Non-USA Association Members

Overview

The Myrtle Trace Condominium Association holds an election for Board Directors each year when the number of candidates exceeds the number of open positions. To ensure that Non-USA Association members are able to participate in this process in a timely manner, the following procedures will be enacted for those members who have provided signed authorization to receive official notices by electronic transmission.

Procedure

- The Property Manager will include with the 60 day election notice to non-USA Association members a set of voting envelopes along with instructions for their use should an election be required.
- In addition to the statutory notice by mail, the Property Manager will send to all non-USA Association members the election information and a ballot by email, with instructions to return the ballot using the set of voting envelopes previously provided.