

## VOTING PROCESS INSTRUCTIONS

### Bexar County Highlands Ranch Homeowners Association, Inc.

#### A. Methods for Voting

A Member can cast votes by one of the following two methods (use only one of these two):

1. **Absentee Ballot** (use only one of the following two methods):

- (a) **Preferred Method—Vote Online:** Cast Ballot **online** by signing into your Portal on DAMC's web site at [www.damctx.com](http://www.damctx.com) or by using the special Link provided to you by DAMC when you set up your Portal. Then, click on "Elections" and follow the prompts.

(NOTE: You must first have your Portal with DAMC set up. To set up your Portal, go to the "Members" page on the HOA's website at [www.highlandsranchhoa.org](http://www.highlandsranchhoa.org) and click "Set Up/Log in To Member Portal with DAMC". If you do not set up a Portal, a **paper** Ballot must be used.)

#### OR

- (b) Send a **paper** Ballot (and only a **paper** Proxy, if you are a Proxy Grantee voting for a Grantor) by regular mail, courier service, facsimile (to 210-690-1125) or in person delivery to Diamond Association Management & Consulting (at 14603 Huebner, Bldg. 40, San Antonio, TX, 78230---Attention: Eva Hecox, manager) **or** by email to Eva Hecox at [eva@damctx.com](mailto:eva@damctx.com).
2. **Proxy.** Member provides a completed **paper** Proxy form (cannot be granted online) to the Board Secretary or another Member naming them as the Grantee, who will cast the vote for the Grantor by submitting a **paper** Ballot (cannot be cast online). The Grantee must then submit the **paper** Proxy with the completed **paper** Ballot (as per 1(b) above).
3. **Meeting Day Ballot.** Member (or Proxy Grantee) attends meeting in person and completes a paper Ballot, if necessary.

NOTE: By casting an Absentee Ballot prior to the meeting, you forgo the opportunity to consider and vote on any action from the floor that changes certain items already on the agenda, unless you attend in person. If you have already voted and you attend the meeting, you do not need to vote again, unless you want to change your vote.

#### B. Eligibility for Voting

Section 4.02 of the Bylaws states that each Owner is permitted to cast one vote for each Lot they own. A Lot is defined in Section 2.09 as any separately numbered plot of land shown on the Subdivision Plat OR any consolidation of two or more such adjoining plots to form a single homesite (as approved by the Architectural Control Committee or the Board of Directors).

**C. Other Instructions**

1. Members are encouraged to read all of the Meeting Documents included on the HOA's website under Members/Meeting Docs/Meeting Information.
2. A paper Ballot and/or Proxy can be printed from the Meeting Documents referred to above.
3. All of the Meeting Documents will also be sent to Members by email and regular mail.