

**IMPORTANT & TIME SENSITIVE
ELECTION INFORMATION FROM
JASONVILLE FARMS HOA
PO BOX 421
CALEDONIA, MI 49316**

Homeowner Name
Lot xxx
Address
Caledonia, Michigan 49316

March 13, 2025

Dear Jasonville Farms Homeowner,

This letter serves to inform homeowners of the Board Election, Association Meeting, Voting Rules and Notice of Intent to be a Candidate for the Board of Directors. Please review this letter in preparation for the official Annual Association Meeting packet that will be forthcoming.

The Jasonville Farms Homeowners Association (the "Association") is a Michigan nonprofit corporation responsible for managing and maintaining the Jasonville Farms subdivisions (No. 1 through No. 9). This governance is outlined in the Declaration of Restrictive Covenants and the Association's Bylaws (also referred to as "governing documents"). **The Declaration of Restrictive Covenants and the Association's Bylaws referred to throughout this letter, are located for review at: <https://jasonvillefarmshoa.com>.**

Bylaws Overview

- **Article III: Owner Voting Rights (for the full description)**
Details the voting rights of lot owners on Association matters.
- **Article IV: Association Meetings**
Specifies procedures for conducting Association meetings.
- **Article V: Board of Directors**
Covers qualifications, authority, and responsibilities of the Board. Notably, Section 5(h) and Article II(f) of the Articles of Incorporation empower the Board to adopt reasonable rules and regulations.

Purpose of These Rules

The Board of Directors ("the Board") has adopted these rules to clarify procedures related to director elections, Association meetings, and owner voting rights as specified in the Bylaws.

Board Elections at Annual Meetings

- **Board Composition**
Per Article V, Section 1 of the Bylaws, the Board consists of 1 to 7 directors. However, Michigan law requires a minimum of three directors for nonprofit corporations. Therefore, the Board has set the number of directors between three and seven.
- **Director Term** Each director term is held for a period of two years. At each Annual Meeting, an election must be held to elect either three, or four Directors depending on how many Director terms expire that year. Those Directors are elected for a two-year term. (Please note: there would never be a time that the entire Board is up for re-election due to the vacancy process and two-year term for each Director).
- **Eligibility to Serve**
Only Association members can serve as directors. Membership is granted to individuals or entities holding legal or equitable title to a lot in Jasonville Farms, as recorded with the Kent County Register of Deeds. If a corporation owns a lot, an officer, partner, trustee, employee, or agent may serve on the Board. Multiple occupants of the same lot may serve if each is a member.
- **Resignation and Vacancies**
Directors may resign by providing written notice to the Board, effective upon receipt or a specified later date. Selling one's lot is considered an automatic resignation. If a vacancy arises (excluding removal by

owner vote), remaining directors will appoint a member to serve until the next annual meeting, where a successor will be elected for the remainder of the term.

- **Election Process**

Directors are elected at each annual meeting. The number of seats up for election includes those with expiring terms and any vacancies filled by appointment since the last meeting.

Association Meetings

- **Annual Meeting**

Must occur before April 30th each year. The Board sets the date, time, and location. The Secretary sends notices to owners between 10 and 60 days prior. Owners can opt for email notifications by submitting a consent form. (Forthcoming implementation)

- **Meeting Packet**

Includes the agenda, fiscal year budget, previous meeting minutes, absentee ballot, proxy form, and email consent form.

- **Quorum**

A quorum requires 35% of voting-eligible owners, present in person or by proxy. Submitted written ballots (including absentee ballot) count toward the quorum.

- **Adjournment**

If a quorum isn't met, present owners can adjourn the meeting to a date at least 48 hours later.

Voting Procedures

- **Voting Rights**

Each lot grants one vote. Owners must designate a voting representative to cast votes and receive notices. This designation, including the representative's and owner's details, must be filed with the Board and can be updated as needed. The designated voting representative is different from a proxy.

- **Voting Methods**

The designated voting representative may vote:

1. In person at a meeting.
2. By assigning a proxy to vote in person.
3. Through a written ballot (absentee) if not attending.

- Proxies and written ballots must be submitted to the Secretary at or before the meeting's start. All ballots and proxies must be submitted at or before the meeting's start. Once the meeting is called to order, ballots are no longer accepted. Absentee Ballots Proxy forms can be mailed to Jasonville Farms HOA, P.O. Box 421, Caledonia, MI 49316 and must be received prior to the start of the meeting.

These rules aim to ensure transparent and efficient governance within the Jasonville Farms community.

To be considered as a candidate for the board of directors, you must complete the attached form ("Notice of Intent to be a Candidate for the Board of Directors), and submit it to the Jasonville Farms Homeowners Board of Directors. This form must be received by Monday, March 24, 2024.

Regards,

Jasonville Home Owners Association Board