

March 13, 2025

JASONVILLE FARMS HOMEOWNERS ASSOCIATION  
PO Box 421  
Caledonia, MI 49316  
Email: Jasonvillehoa@gmail.com

NOTICE OF INTENT TO BE A CANDIDATE  
FOR THE BOARD OF DIRECTORS OF  
JASONVILLE FARMS HOMEOWNERS ASSOCIATION

I, \_\_\_\_\_, hereby submit my nomination as a candidate for the Jasonville Farms HOA Board of Directors. I acknowledge that my primary duty while serving on the board is to act in the best interests of the community, rather than my personal interests. I commit to complying with the governing documents, relevant agencies, and applicable state and federal laws.

Date: \_\_\_\_\_, 2025

Sign Your Name \_\_\_\_\_

Print Your Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Are you a Homeowner in Jasonville Subdivision (Circle) Yes or No

Are you listed in the Deed for the lot or acting as a representative of a corporate entity that holds the title to the lot? (Circle) Yes or No

Does a Corporate Entity own your lot? If so, what is your title within the Corporate Entity?  
Circle one: Officer, Partner, Trustee, Employee or Agent

This completed form must be received by email at [Jasonvillehoa@gmail.com](mailto:Jasonvillehoa@gmail.com) or received through USPS at PO Box 421, Caledonia, MI 49316 **by Monday, March 24, 2025.**  
If the form is not filled out completely it will be rejected.

# JASONVILLE FARMS HOMEOWNERS ASSOCIATION

## BOARD ELECTION, ASSOCIATION MEETING, AND OWNER VOTING RULES

*Effective May 15, 2025*

Jasonville Farms Homeowners Association (the “Association”) is a Michigan nonprofit corporation that was formed for the purpose of managing and administering the affairs of, and to maintain, Jasonville Farms Subdivision No. 1, Jasonville Farms Subdivision No. 2, Jasonville Farms Subdivision No. 3, Jasonville Farms Subdivision No. 4, Jasonville Farms Subdivision No. 5, Jasonville Farms Subdivision No. 6, Jasonville Farms Subdivision No. 7, Jasonville Farms Subdivision No. 8, and Jasonville Farms Subdivision No. 9 (collectively, “Jasonville Farms”), according to the Declaration of Restrictive Covenants, Restrictions, and Conditions recorded against each subdivision and the Bylaws applicable to the Association.

Article III of the Bylaws contains provisions relating to the Owners’ ability to vote on Association matters. Article IV of the Bylaws contains provisions relating to the conduct of Association meetings. Article V of the Bylaws concerns the qualifications for and authority of the Board of Directors. Article V, Section 5(h) of the Bylaws and Article II (f) of the Articles of Incorporation allow the Board of Directors to adopt reasonable rules and regulations.

The Association’s Board of Directors (the “Board”) deems it necessary and appropriate to adopt these Board Election, Association Meeting, and Owner Voting Rules to clarify and explain the rights, responsibilities, and procedures that apply to the election of directors, Association meetings, and owners’ voting rights contained in the Bylaws.

NOW, THEREFORE, the Board adopts these Board Election, Association Meeting, and Voting Rules, which provide as follows:

### **Election for Directors at Annual Meeting**

Article V, Section 1 of the Bylaws states in part that the Board “shall be comprised of not less than one nor more than seven directors as shall be fixed from time to time by the Board of Directors.” Section 505 of the Michigan Nonprofit Corporation Act, MCL 450.2505(1)(a), requires that a nonprofit corporation such as the Association must have a minimum of three Board members. To comply with the Michigan Nonprofit Corporation Act, the Board fixes the number of directors to be no less than three or more than seven.

To run for election to the Board, the individual must be a member of the Association. Each owner of a lot in Jasonville Farms is a member of the Association and no other person or entity may be a member of the Association. Ownership of a lot, and therefore membership in the Association, is established by holding legal or equitable title to a lot and recording a deed or other instrument with the Kent County Register of Deeds to show the legal or equitable title. If a corporate entity owns a lot, then the individual must be an officer, partner, trustee, employee, or agent of the corporate entity. Accordingly, any individual identified in the deed to a lot, or the representative of a corporate entity with title to a lot, is eligible to serve on the Board. Two

occupants of the same lot may serve on the Board, provided both occupants are members of the Association. A person or entity that does not have legal or equitable title to a lot in Jasonville Farms is not eligible to serve on the Board.

The Board and the Michigan Nonprofit Corporation Act recognize that service as a director is voluntary and that a director may resign from their position on the Board. To document their resignation, the director should provide written notice to the Board. The director's resignation will be effective when the Board receives the notice or at such later time as stated in the resignation notice. A director who sells their lot is deemed to have resigned.

If a vacancy occurs for any reason other than a vote of the owners to remove a director, such as when a director resigns, then the remaining directors will appoint an owner to the Board to fill the vacant position. The appointed director will serve as a director until the next annual meeting of the Association, at which time a successor will be elected to fill the position for the remainder of the original director's term.

Accordingly, directors will be elected to serve on the Board at each annual meeting. The number of seats up for election each year will equal the number of directors whose terms naturally expire plus any directors appointed to fill a vacancy in the Board that occurred since the last annual meeting.

### **Association Meetings**

The Association must hold an annual meeting before April 30<sup>th</sup> of each year. The Board may also call a special meeting of the Association. The Board is responsible for selecting the date, time, and place of the annual meeting and any special meeting. The Board Secretary will mail each owner with notice of the annual or special meeting at least 10 days but not more than 60 days before the meeting date. An owner may allow the Association to email the meeting notice by completing and returning an email consent form to the Board.

With the notice of the annual meeting, the Board will provide a meeting packet that contains: an agenda, the budget for the fiscal year, the minutes from the previous annual meeting, an absentee ballot, a proxy, and an email consent form.

Quorum for an Association meeting is thirty-five (35%) percent of the owners qualified to vote who are present in person or by proxy. Any written ballots turned in to the Board before the meeting starts are counted for quorum purposes.

If a quorum of owners is not present at a meeting, then the owners who are present may adjourn the meeting for a later date and time. The adjourned meeting must be more than forty-eight (48) hours after the time of the original meeting.

### **Voting**

Unless otherwise limited, each owner can cast one vote for each lot owned in Jasonville Farms. Each owner is required to designate one person as the individual representative who casts

the owner's vote at Association meetings and to whom the Association's notices will be addressed. This individual is known as the designated voting representative. Each owner must provide the Board with their designated voting representative's name and mailing address, the number of lots owned by the owner, and the name and address of the owner. The designated voting representative may be changed at any time by providing the Board with the name and address of the new designated voting representative. Although not required, the designated voting representative is often the owner of the lot. The designated voting representative is not a proxy.

The vote for each lot must be cast by the designated voting representative for that lot. There are three methods by which a designated voting representative may vote:

1. The designated voting representative may vote in-person at a meeting.
2. The designated voting representative may execute a proxy allowing the proxy holder to attend and vote in person at a meeting.
3. The designated voting representative may complete, sign, and return a written ballot when the designated voting representative is not present in person or by proxy at the meeting.

If a designated voting representative executes a proxy or votes by written ballot, then the proxy or written ballot must be given to the Board Secretary at or before the beginning of the meeting.

These Board Election, Association Meeting, and Voting Rules were adopted by the Board of Directors of Jasonville Farms Homeowners Association at its Regular Meeting on May 13, 2025.

## **BOARD OF DIRECTORS**

### **Jasonville Farms Homeowners Association**

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By: Shaya Newquist  
Its: President

**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