

Voting Instructions

Several options are available for Ballot remittance, each requires that you take specific action by the posted deadline to ensure your vote is counted. Please select ONE of the following voting options. Each lot may vote only once; multiple owners of a single property should discuss their voting preferences prior to submission then cast their vote collectively. The description of each action subject to member vote is detailed on the Ballot, a copy of which is enclosed and posted to the website. Ballots received after the deadlines stated below will be invalid and will not count towards the voting outcome.

1. DELIVER to ROCKWOOD PROPERTY MANAGEMENT OFFICE

Ballots delivered to the RPM office **must be received by 3pm on 5/22/24**. Please select from the following options for delivering your completed Ballot to Rockwood Property Management "RPM" (1421 N Meadowwood Ln Suite 200, Liberty Lake WA 99019):

- a. Personal delivery to RPM. Office hours are Monday through Friday, 9am – 5pm but ballots may be deposited into the green HOA payment collection box (located at the northeastern entrance to the building) at any time up until the deadline stated above.
- b. Courier or first-class US Post. Please allow plenty of time as mail delivery has been inconsistent over the past year.

2. EMAIL TO *PonderosaRidgeHOA@RockwoodPM.com*

Ballots submitted by email **must be received by 5:30pm on 5/22/24**. To submit by email, please complete the enclosed Ballot then scan (or take a picture) and email to the address listed above.

3. VOTE IN-PERSON at the ANNUAL MEMBERSHIP MEETING

Ballots can be submitted in person at the Annual Membership Meeting until the polls close, which is expected to occur at approximately 6pm.

Time/Date: 5:30 pm on Wednesday, May 22, 2024

Location: Indian Trail Library, 4909 W Barnes Rd, Spokane, WA 99208

4. ONLINE BALLOT at *www.PonderosaRidgeHOA.com/online-ballot*

Online Ballots **must be received by 6pm on 5/22/24**. Please visit the website above then follow the prompts to submit your ballot online.

5. VOTE BY PROXY

To vote by proxy, the homeowner must complete the Homeowner Validation section of the attached Ballot and write their Proxyholder's name in the space provided. Your proxyholder must be present at the Annual Meeting to submit the Ballot.