

No member of the executive board nor any candidate running in the election shall be given access to or participate in the opening or counting of the secret written ballots before the election is concluded.

All of the return ballot envelopes submitted by the unit owners remain sealed and must only be opened at the annual meeting of the unit owners in which the election results are counted.

In front of the unit owners at the annual meeting:

⇒ All of the return ballot envelopes are matched to a checklist containing all of the unit owner names and addresses to ensure that only unit owners voted in the election and that each unit owner submitted only one ballot. The return ballot envelopes are opened, placing the secret ballot envelopes off to the side in their own stack.

⇒ Then, the secret ballot envelopes (containing no identifying information) are opened and the votes on the ballots are counted and tallied on the tally sheet containing the candidate names.

The association should store and maintain all of the return ballot envelopes, ballots, unit owner checklists, and tally sheets as an official election record for a minimum of ten (10) years.

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Real Estate Division
Ombudsman for Owners in Common-Interest
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THE 3 ENVELOPE SYSTEM



The election of the executive board **must** be conducted by secret written ballot when an election is held. The three envelope system is an effective means for tracking which unit owners voted without revealing who they voted for. This protects the identities of the unit owners and maintains the integrity of the election.

The three envelope system is a general guide for fulfilling the secret ballot requirement and should not be perceived as a state mandated requirement.

The 3 Envelope System

1. Association's Return Address

First Envelope

Unit Owner's Address

This envelope contains:

1. Ballot & Disclosure Statements
2. Secret Ballot Envelope
3. Return Ballot Envelope

The first envelope is sent to the unit owner and will contain the ballot, disclosure statements, and two additional envelopes inside (secret ballot envelope & return ballot envelope).

Place
Stamp
Here

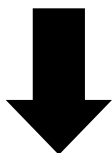
4. Unit Owner's Return Address

Return Ballot Envelope

Association's Address

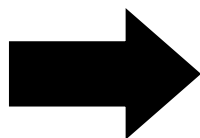
The third envelope is addressed to the association. The sealed secret ballot envelope goes inside this return envelope and is returned to the association by the unit owner. The association does not need to prepay for postage.

Place
Stamp
Here



Ballot	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Candidate Disclosure Statements	
	~~~~~
	~~~~~
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## 3.

### Secret Ballot Envelope

**Do not write any identifying marks on the ballot or on this envelope.**

After completing the ballot, place it inside this envelope and seal it. Place this sealed envelope inside the included return envelope.

*Once a unit owner completes filling out the ballot, they place the ballot inside the secret ballot envelope and seal it. This envelope must not contain any identifying information.*

**FOR OFFICIAL USE ONLY!**  
DO NOT OPEN! THIS ENVELOPE MUST REMAIN SEALED UNTIL APPROPRIATE TIME WHEN ALL BALLOT ENVELOPES ARE OPENED AND TALLIED.

- 2.** Unit owners receive a candidate disclosure statement and the ballot. No identifying notes should be written on the ballot.