



Northwood Pointe Maintenance Association

www.nwpointe.org

**INSTRUCTIONS FOR NORTHWOOD POINTE MAINTENANCE ASSOCIATION
MEMBERS**

HOW TO RETURN YOUR BALLOT

Revised November 13, 2006

1. Place your voted ballot in the plain envelope and seal the envelope. Place the sealed plain envelope in the preaddressed envelope. Do not write your name or any other identifying information on the ballot or the plain envelope.
2. **COMPLETE the upper left-hand corner on the preaddressed envelope by indicating your name and the address of the property in Northwood Pointe that entitles you to vote in Association elections, and then sign the preaddressed envelope. IF YOU FAIL TO INDICATE YOUR NAME AND PROPERTY ADDRESS AND SIGN THE PREADDRESS ENVELOPE YOUR BALLOT WILL NOT BE COUNTED.** Be sure to supply ALL of the information on the preaddressed envelope, INCLUDING THE ADDRESS OF THE PROPERTY THAT ENTITLES YOU TO VOTE IN ASSOCIATION ELECTIONS.

YOUR BALLOT WILL REMAIN SECRET. Therefore, *it is important not to sign or initial the ballot.* If you lose the preaddressed return envelope that was sent to you, or need specific information on how to obtain a second ballot because the original ballot is spoiled, damaged or marked erroneously, please call us at (949) 833-2600. **We will provide instructions on how to write a request for a second ballot.**

3. To return your ballot by mail, it must be mailed or delivered by you in sufficient time to reach the Inspector(s) of Election office **on the day before the Election. Postmarks do not count.** Ballots may not be returned via facsimile.
4. If you prefer, you may return your ballot in person to the Inspector(s) of Election at the meeting prior to the time the Inspector(s) of Election announce the polls to be closed.

Northwood Pointe Maintenance Association
c/o Keystone Pacific Property Management
16845 Von Karman Ave, Suite 200
Irvine, CA 92606
Telephone (949) 833-2600