ALESSANDRO COMMUNITY ASSOCIATION

ELECTION RULES AND PROCEDURES

1. Application of Rules: These rules shall apply to any meeting of the Membership or solicitation of Membership approval by a ballot vote (i) regarding matters specified in California Civil Code Section 5100(a), and (ii) any other matter unless the Association's Board of Directors ("Board") has elected to conduct such vote or solicit such Member approval for such other matter in accordance with the California Corporations Code and the Association's Bylaws. The Election Rules contained herein are intended to comply with Civil Code Section 5100 et seq. and should be interpreted as such.

   The Association may choose to utilize electronic secret ballots in accordance with these Election Rules for any solicitation of Membership approval, however, electronic secret ballots shall not be made available for an election regarding regular or special assessments.

2. Membership Voting: Pursuant to the Association's governing documents, the Association has the following voting classes:

   a. Class A Members: Class A members are all Owners except Declarant for so long as Class B Membership exists. Class A members are entitled to one (1) vote for each Lot owned by such Class A members which is subject to Assessment. Declarant shall become a Class A member on conversion of Declarant's Class B Membership as provided for in CC&Rs, Section 4.4.3(b). The vote for each Lot shall be exercised in accordance with CC&Rs, Section 4.5.1, but no more than one (1) Class A vote may be cast for any Lot.

   b. Class B Members: The Class B member is Declarant. The Class B member is entitled to three (3) votes for each Lot owned by Declarant which is subject to Assessment. The Class B Membership shall convert to Class A Membership as provided for in CC&Rs, Section 4.4.3(b).

   An Owner may cumulate their votes for any candidate for the Board in any election in which more than two (2) Directors are to be elected if (1) the candidate's name has been placed in nomination before the voting takes place, and (b) the Owner has given notice at the meeting before the voting of such Owner's intent to cumulate votes. If an Owner cumulates their votes, such Owner may cast a number of votes equal to the Owner's share of the voting power multiplied by the number of Directors to be elected. If any one Owner has given this notice, all Owners may cumulate their votes for candidates in nomination.

   On the date of the first annual meeting of the Owners, the offices of the three interim Directors shall be deemed to be vacant, and the Members of the Association (including Declarant) shall elect new Directors to fill all Board seats not filled by Declarant

appointees as described in CC&Rs, Section 4.4.4. At each annual meeting thereafter (as described in Bylaws, Section 4.2), new Directors shall be elected or appointed (as applicable) to fill vacancies on the Board.

The Class B Membership shall include a limited right to appoint a simple majority of the members of the Board of Directors as set forth in CC&Rs, Section 4.4.4 and until such time as such right terminates as set forth in CC&Rs, Section 4.4.4(b).

3. Record Dates: In the absence of a specific resolution of the Board for any given election, the record date for determining the right of a Member to receive notice and to vote shall be the date that ballots are distributed and shall include all separate interests reflected in the Association Membership list as of such record date. Members may verify and update their individual information contained in the Association's records anytime up to the date ballots are distributed and are encouraged to review their personal information by the deadline set for submitting nominations of candidates to ensure Members review their personal information at least thirty (30) days before the ballots are mailed. The voter list shall include for each separate interest: (1) name; (2) voting power; (3) the separate interest address, parcel number or both; and (4) the mailing address, if different. The candidate list shall include the name and address of individuals nominated as a candidate for election to the Board. The voting period shall start when ballots are distributed and shall close when the ballots are counted. The polls shall close for any Member vote as specified in the ballot materials or as determined by the Inspector(s) of Election at any Member meeting.

4. Candidate Qualifications: The Association's property, business and affairs shall be governed and managed by a Board of Directors composed of no fewer than three (3) nor more than five (5) persons elected or appointed at the first annual meeting. Beginning with the first annual meeting of the Owners, the initial authorized number of Directors will be fixed at three (3). Each Director, except for those initially appointed by Declarant to serve as interim Directors until the first annual meeting, must be either (a) an individual Owner who meets the candidacy and incumbency requirements of the Bylaws and these Election Rules, or (b) as long as Declarant owns any portion of the Community or Annexable Territory, an employee or agent of Declarant (who need not be an Owner), or (c) appointed to office by exercise of the Board Appointment Right (as defined in CC&Rs, Section 4.4.4). Such appointee need not be an Owner.

   Subject to Civil Code §5105, all Owners who are candidates for the Board must meet the following qualifications:

   a. The candidate must be an Owner at time of nomination. If title to a separate interest is held by a legal entity, such entity may appoint a natural person to serve or vote on such entity's behalf by delivering evidence of an appropriate written appointment to the Association;

b. The candidate must be current in the payment of all regular and special assessments. For the purposes of these election rules, "current" means no regular or special assessment is past due by more than two (2) months;

c. The candidate may not hold a joint ownership interest in the same separate interest as any other candidate or incumbent Director; and

d. The candidate is not eligible to run if the Association is aware or becomes aware of a past criminal conviction that would, if the candidate were elected, either prevent the Association from purchasing the fidelity bond coverage required by Civil Code §5806 or terminate the Association's existing fidelity bond coverage.

5. Director Requirements: To remain qualified to serve on the Board, an Owner who has been elected to the Board must:

   a. Be an Owner at all times; and

   b. Meet each and every of the requirements set forth immediately above to run as a candidate.

6. Nominations: Nomination for election to the Board may be made from any qualified Member. Any Member may nominate themself as a candidate. Every qualified Member submitting a nomination by the deadline established in any candidate solicitation shall be included on the ballot and in any associated ballot materials. Write-in candidates and nominations from the floor of the annual meeting are permitted. Any candidate nominated from the floor of the annual meeting must either be present to accept the nomination or have submitted to the Association prior to the date of the annual meeting their written intent to accept the nomination. If the Association opts to use electronic secret balloting for any particular vote, then nominations from the floor are prohibited.

7. Solicitation Materials: Every candidate and Member shall have equal access to the Association mailings, newsletters, and website during a campaign, if any such access is provided, for the publication of viewpoints reasonably related to any issue presented for Membership vote.

   a. Content: The Association does not edit or redact any content provided by a candidate or Member. The candidate or Member creating such content, and not the Association, is responsible for any published statement.

   b. Limitation on Publication Space Made Available: So long as each candidate and/or Member is provided the same opportunities for publication, the Association may restrict the availability of any publication by limiting the printing space made available or the number of words that will be included from each candidate or Member included in the publication. In the absence of any

other limitations adopted by the Board for any particular matter, each candidate and/or Member shall be limited to no more than 200 words for any one publication. The Board may, in its sole discretion, present a candidacy questionnaire with questions for all interested candidates and/or Members to complete. If such a questionnaire is provided, then the Association will only print the answers to such questions and may impose a limitation upon the number of words for the response to any question presented.

8. Availability of Meeting Space: Access to common area meeting space shall be made equally available, at no cost, to all candidates and/or Members desiring to use such space for any reason reasonably related to a Membership vote. The Association may meet the requirements of this section by hosting a "Meet the Candidates Night", or other such special meeting, so long as every candidate and/or Member is provided with an equal opportunity to participate in the event.

9. Election by Acclamation: In accordance with Civil Code section 5103, if as of the published deadline for submitting nominations, the number of qualified candidates for election to the Board is not more than the number of Directors to be elected, the Association may consider the qualified candidates elected by acclamation if the Association has met all of the conditions of Civil Code section 5103.

10. Ballot Distribution: A ballot shall be distributed to every Member reflected in the Association Membership list on the date that ballots are distributed. Replacement ballots will be provided upon request to anyone who was a Member as of the date when ballots were distributed. The Association shall not deny a ballot to a person with general power of attorney for a Member. A ballot submitted by a person with general power of attorney for a Member, if valid and returned by the applicable deadline, shall be counted by the Association. At least thirty (30) days prior to any election, the Inspector(s) of Election shall deliver or cause to be delivered: (1) a ballot to each Member reflected on the voting list; and (2) a copy of these election rules. Delivery of these election rules may be accomplished by posting them on an internet website and including on the ballot the corresponding internet website address together with, in at least 12-point font, the phrase: "The rules governing this election may be found here:".

11. Electronic Secret Ballot: Members may change their preferred method of voting from electronic secret ballot to written secret ballot or from written secret ballot to electronic secret ballot no later than ninety (90) days before an election. Electronic secret ballots shall contain the same list of items being voted on as written secret ballots. If the Association opts to use electronic secret balloting for any particular vote, the Association shall mail a written secret ballot only to a Member who has opted out of voting by electronic secret ballot or for whom the Association does not have an email address required to vote by electronic secret ballot. If the Association opts to use electronic secret balloting for any particular vote, the Association shall maintain a

voting list identifying which Members will vote by electronic secret ballot and which Members will vote by written secret ballot. The Association shall include information on the procedures to opt out of voting by electronic secret ballot in the annual statement prepared pursuant to Civil Code section 5310. Members voting by electronic secret ballot shall provide the Association with a valid email address.

12. Proxies: Votes may be cast in person or by proxy. Proxies must be in writing, comply in form with the requirements of California Civil Code section 5130, and be filed with the Secretary in advance of each meeting. Every proxy is revocable and automatically ceases to have any further legal effect after completion of the meeting for which the proxy was filed. Any form of proxy or written ballot distributed by any person to the Owners must afford the opportunity to specify a choice between approval or disapproval of each matter or group of matters to be acted on, except it is not mandatory that a candidate for election to the Board be named in the proxy or written ballot. The proxy or written ballot must provide that, when the Owner specifies a choice, the vote shall be cast in accordance with that choice. The proxy must also identify the person authorized to exercise the proxy and the length of time it will be valid. No proxy is valid concerning a vote on any matter described in California Corporations Code section 7613(g) unless the general nature of the proposal was described in the proxy.

13. Inspector(s) of Election: Prior to the presentation of any issue to the Members for a Membership vote, the Board may appoint one (1) or three (3) Inspector(s) of Election. In the absence of a specific appointment by the Board, or in the event that an appointed Inspector is unable or unwilling to serve, then the Members in attendance at any duly held meeting of the Members at which a quorum is present may elect an Inspector or Inspectors to serve.

    Any Inspector(s) of Election must be an independent third party. An independent third party may not be a person, business entity, or subdivision of a business entity who is currently employed or under contract to the Association for any compensable services other than serving as an Inspector(s) of Election. An Inspector may not be: (1) a Director; (2) a candidate; (3) a Director's relations; or (4) a candidate's relations.

    The Inspector(s) of Election may appoint and oversee additional persons to verify signatures and to count and tabulate votes as the Inspector(s) of Election deem appropriate, provided that the additional persons satisfy the eligibility requirements for service as an Inspector of Election. Pursuant to Civil Code §5120(c), no person may review any tally sheet before the count, including expressly any Member or management

    In the absence of a more specific determination by the Inspector(s) of Election, the Association's management company shall prepare and retain the association election

materials (i.e., the candidate registration list, voter list, ballots, signed voter envelopes, and any proxies) for such period of time as is required by law.

Inspector(s) of Election shall perform all duties impartially, in good faith, to the best of their ability, as expeditiously as practical, and in a manner that protects the interest of all Members of the Association.

14. Meeting Conduct: Any counting of ballots shall be done at an open meeting of the Membership or the Board. Any candidate or Member may observe the count but shall stand at least five feet away from the Inspector(s) of Election. No person may harass, cajole, or otherwise interfere with the Inspector(s) of Election while the count is taking place. Persons not specifically authorized to do so may not touch any secret ballot or other election materials. All ballots will be made available for inspection by any candidate or Member during regular business hours at the Association's management office once the meeting is concluded. Any person violating this section may be asked by the Inspector(s) of Election or the meeting chair to leave the meeting to prevent further disruption.

Adopted March 17, 2026