

Electronic Voting and Notice Procedures
DERWOOD STATION HOMEOWNERS ASSOCIATION No. 2

I. Definitions

A. “Electronic Transmission” means any form of communication, not directly involving the physical transmission of paper, that creates a record that:

(1) May be retained, retrieved, and reviewed by a recipient of the communication; and

(2) May be reproduced directly in paper form by a recipient through an automated process.

B. “Association’s website” shall refer to www.derwoodstation2.com

II. Voting by Electronic Transmission

A. Authorization statement: Pursuant to Section 11B-113.2 of the Maryland Homeowners Act (“Act”), the Board of Directors hereby authorizes all Owners to submit a vote or proxy by electronic transmission.

B. Procedures – The Board of Directors hereby adopts the following procedures to govern voting by Electronic Transmission within the Association.

- i. All Owners may elect to submit their vote on any issue before the Association via Electronic Transmission.
- ii. Submission of a vote via Electronic Transmission is voluntary.
- iii. All proxies submitted by Electronic Transmission will be treated as any paper proxy.
- iv. The Association will make a form available to every Owner whereby an Owner may elect to submit his/her vote via Electronic Transmission, (hereinafter referred to as (“Electronic Transmission Voting Form”). The Electronic Transmission Voting Form will be posted on the Association’s website as an e-form for downloading and may be completed and emailed or mailed back to the Association at the email address or mailing address provided for on the form.

- v. All Owners shall have the right to submit their vote via paper secret ballot at any time or on any other matter, even if they have elected to vote generally via Electronic Transmission.
- vi. When an issue before the Association is ripe for a vote by the Owners, an electronic Proxy/Ballot form will be emailed to those Owners that have supplied the Association with their email address. The E-Proxy/Ballot Form will also be available for downloading on the Association's website.
- vii. Only those Owners who complete and submit the Electronic Transmission Voting Form may submit a vote via Electronic Transmission. The Electronic Transmission Voting Form may be submitted at the same time as the electronic Proxy/Ballot.
- viii. For authentication reasons, only Electronic Transmission in the form of an e-mail will be permitted at this time. The Association however, continues to explore various technologies and may modify this rule in the event other methods of Electronic Transmission become practically and legally accessible.

III. Notice and Delivery by Electronic Transmission

A. Authorization statement: The Board of Directors hereby authorizes the Association to provide notice of any meeting of the Association and deliver other information to an Owner via Electronic Transmission.

B. Procedure:

- i. Any Owner that wishes to receive notice via Electronic Transmission must complete the Electronic Notice Authorization Form and submit it via email or regular mail to the Association at the email or mailing address provided on the form.
- ii. The Electronic Notice Authorization Form will be made available to each Owner. The Electronic Notice Authorization Form will be posted on the Association's website for downloading and may be completed and emailed or mailed back to the Association at the email address or address provided for on the form.
- iii. An Owner that has elected to receive notice via Electronic Transmission may only receive notice in the form of an email.
- iv. Owner shall promptly notify the Association's management agent of any change in email address or complete a new Electronic Notice Authorization Form.

- v. Notice or delivery by Electronic Transmission shall be considered ineffective if:
 - 1. The email notice is returned “undeliverable” on two consecutive occasions, and
 - 2. The inability to deliver the email becomes known to the person responsible for sending the electronic transmission.
- vi. An officer or the management agent will certify, in writing, that proper notice via Electronic Transmission was provided as authorized by the Owner.
- vii. The Board may delegate any of its responsibilities contained herein to its Management Agent.

This resolution was adopted this the 16th day of November 2006.

Witness:

Lasse Hanayzi

Attest:

Angela M Tirone, President