

Greenhills Master Association

Amendment to Election Rules adopted March 21, 2024

Section 6.3 Custody of Election Materials Amendment

Adopted May 20, 2025

6.3. Custody of Election Materials

The sealed ballots, signed voter envelopes, Voter List, proxies, and Candidate List shall at all times be in the custody and control of the Inspector of Elections, or at such location designated by the Inspector, until after the final tabulation of votes, and until the time allowed by California Civil Code section 5145 for challenging the election has expired. After that time, custody and control of the election materials may be transferred to the Association and shall, if transferred, be placed under the control of the Association's managing agent for secure storage under Board direction.

If there is a recount or other challenge to the election process during the one-year statutory retention period, the Inspector shall, upon written request, make the ballots available for inspection and review by the requesting Member, consistent with Civil Code section 5125(b).

After transfer to the Association, the following procedures shall apply:

- **Retention Period:** All election materials shall be retained for a minimum of five (5) years from the date of the election to ensure availability for any future governance review, investigation, or legal challenge. The Board may extend this retention period at its discretion. Election materials may only be destroyed upon the adoption of a formal Board resolution confirming that no litigation, dispute, or internal review is pending or reasonably foreseeable.
- **Permitted Inspection:** The following election-related records are association records as defined in Civil Code section 5200 and may be inspected by Members in accordance with Civil Code sections 5200–5240:
 1. Voter List
 2. Candidate List
 3. Signed voter envelopes (outer envelopes only, for inspection but not copying)
 4. Proxies

Access to these records shall be provided under reasonable supervision and by prior appointment. No copies of signed envelopes shall be provided.

- **Confidential Materials:** The following materials shall remain confidential and are not available for Member inspection, except under court order or as required by law:
 1. Marked ballots
 2. Unopened inner envelopes of disqualified ballots
 3. Inspector tally sheets or notes that would reveal voter intent
 4. Any documents that could be used to associate a vote with a specific voter

The managing agent shall maintain these records in a secure, access-restricted environment. The Board shall oversee compliance with this policy and approve any deviations from the above procedures by formal action.