



**BOARD OF DIRECTORS SELF-NOMINATION
AND ELECTIONS POLICY
Sienna Residential Association**

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

I. PURPOSE

The purpose of the Board Self-Nomination and Elections Policy is to establish uniform and systematic procedures regarding the nomination process and election of directors that are elected by the Members (“Member Directors”).

II. APPLICABILITY AND AUTHORITY

This policy applies to and encumbers that property restricted by the Declaration of the Sienna Plantation Residential Association, Inc., sometimes doing business as Sienna Residential Association (“SRA”) as referenced in the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions for Sienna Plantation (Sienna Plantation Residential Association, Inc.) recorded under Clerk’s File No. 2012104699 in the Official Public Records of Fort Bend County, Texas (the “Declaration”), as same may be amended from time to time, and any other property which has been or may be subsequently annexed thereto and made subject to the authority of the Sienna Plantation Residential Association, Inc.

Any reference to “Board” or “Association” applies to the foregoing entity. The Board is authorized by its dedicatory instruments to adopt policies pertaining to the governance of the Association that it serves. In the event of a conflict between the terms of this Policy and any previously adopted rules, regulations and/or policies addressing communications, this Policy will control.

Invalidation of any one or more of the covenants, restrictions, conditions, or provisions contained in this Policy shall in no way affect any of the other covenants, restrictions, conditions, or provisions which shall remain in full force and effect.

III. PROCEDURES

Nomination Process

- i. The casting of votes for the election of Member Directors may be held in advance of the annual meeting of the Members so the results can be announced at the annual meeting.
- ii. At least 10 days before the Association disseminates absentee ballots or other ballots to the Members for purposes of voting in a Member Director election, the Association will provide notice to the Members for the purpose of soliciting candidates interested in running for a position on the Board.
- iii. The notice will be (1) published in the monthly newsletter in the month prior to the dissemination of ballots, sent by e-mail to each Owner with a registered e-mail address AND posted on siennanet.com.
- iv. The notice will contain instructions for an eligible candidate to notify the Association of the candidate’s request to be placed on the ballot and the deadline to submit the candidate’s request.

- v. The deadline for candidates to submit a request to be placed on the ballot may not be earlier than the 10th day after the date the Board provides the notice.
- vi. Staff will verify that an applicant/nominee wishing to run for a Board position is a Member of the Association. If not, Staff will advise the applicant accordingly.

Election Process

- i. If there are an equal number of eligible applicants to open positions, the Board will determine that the election is uncontested, and written, electronic and signed ballots will not be required as the candidates will be elected by acclamation.
- ii. If there are more candidates than open positions, all eligible candidates will be placed on the proxy/ballot in alphabetical order.
- iii. In order to give the candidates an opportunity to reasonably communicate their qualifications, the information provided on the Nomination Forms for each candidate will be placed on the Association's website during the period voting is open. The candidate's phone number and email address will not be published unless specifically requested by the candidate. The proxy/ballot will include the same information – as provided by the candidate, and then it will provide the Member with voting instructions.
- iv. Candidate Campaigning During the Election
 - a) Candidates should campaign in a professional, positive and appropriate manner, avoiding disparaging or negative comments.
 - b) The only contact permitted with the membership of the Association will be via the information provided by the candidate that will be included with the transmittal of the ballots; therefore door-to-door campaigning or canvassing is prohibited
 - c) Attending Association hosted events, programs, or meetings for the purpose of campaigning are not permitted, unless the event has been organized by the Association for the purpose of an election forum or other similar type election related meeting.
 - d) Placing campaign signage or printed campaign materials in any Association Common Areas or facilities is not permitted.
 - e) Requesting that a business display campaign signage or printed material on commercial windows or doors is not permitted.
- v. Ballots will be available for at least 2 weeks prior to the close of the voting period.
- vi. Members may cast their vote electronically using a 3rd party election service or via an absentee ballot.
- vii. Voting will be closed approximately 1 week prior to the annual meeting.
- viii. Winners of the election will be announced at the annual meeting or before, and then in the next several communications (enews, newsletter, website) provided to the Members.

In the event of a conflict between any of the provisions in the Bylaws and this Policy, the provisions in the Bylaws will prevail. This information is not intended to replace any provision of the Bylaws.

Approved by the Board of Directors on the 13th day of August, 2024. This Board of Directors Self-Nomination and Elections Policy is subject to change from time to time by the Board.

[CONTINUED ON NEXT PAGE]

Policy Name	Approved/Finalized	Revised
Board of Directors Self-Nomination and Elections Policy		August 13, 2024
Board of Directors Self-Nomination and Elections Policy		August 2, 2022
Board of Directors Self-Nomination and Elections Policy		July 26, 2021
Board of Directors Self Nomination and Elections Policy		October 12, 2015
Board of Directors Self Nomination and Elections Policy		August 17, 2015
Board of Directors Self Nomination and Elections Policy		August 30, 2012
Board of Directors Self Nomination and Elections Policy	August 27, 2012	

[SIGNATURE PAGE FOLLOWS]

CERTIFICATION

I, the undersigned, do hereby certify that I am the Secretary of Sienna Plantation Residential Association Inc., a Texas non-profit corporation;

That the foregoing Board of Directors Self-Nomination and Elections Policy was duly adopted by a quorum of the Board of Directors at an in-person or electronic meeting held on the 13th day of August, 2024

IN WITNESS WHEREOF, I have hereunto subscribed my name on this 13th day of August, 2024

By: Allison Bond
Print Name: Allison Bond
Title: Secretary

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

BEFORE ME, the undersigned authority, on this day personally appeared Allison Bond the Secretary of the Sienna Plantation Residential Association, Inc., known by me to be the person whose name is subscribed to this instrument, and acknowledged to me that she executed the same for the purposes herein expressed, in the capacity herein stated, and as the act and deed of said corporation.

Given under my hand and seal of office, this 13th day of August, 2024.

Dana L Ippoliti
Notary Public – State of Texas

After Recording Return To:
Dana Ippoliti
Sienna Associations
9600 Scanlan Trace
Missouri City, Texas 77459

