

AFFIDAVIT OF CANDIDACY FOR THE BOARD OF DIRECTORS

I, THE UNDERSIGNED, being first duly sworn on oath depose and state as follows:

1. I am at least twenty-one (21) years of age and own a campsite at Woodhaven Lakes.
2. I am current in the payment of my assessments and, to the best of my knowledge, have not violated any provision of the Declaration of Covenants, By-Laws, of the Association, or Rules and Regulations adopted by the Board of Directors or of any Resolutions as adopted by the Board of Directors and therefore, should be considered as a "Member in Good Standing".
3. I do not use my Campsite as my primary and principal residence and the use of my Campsite is for recreational purposes only.
4. To the best of my knowledge, I am unaware of any potential conflict of interest or any fact or potential act wherein I am involved which may directly or indirectly affect the Association or any of its subsidiaries or ventures other than matters included in Exhibit "A" attached hereto and made a part hereof.

Applicant

SUBSCRIBED AND SWORN before me

This _____ day of _____, 20_____.

Notary Public

Exhibit A

**WOODHAVEN ASSOCIATION BOARD OF DIRECTORS APPLICANT
QUALIFICATIONS REVIEW**

REQUEST FOR FILE REVIEW

I, _____, Owner of Section/Lot(s) _____ in Woodhaven Lakes, hereby request an "Applicant Qualifications Review", which includes a file review and a walk-through inspection of my lot.

Date

Signature

2/27/24

WOODHAVEN ASSOCIATION BY-LAWS

ARTICLE VII BOARD OF DIRECTORS

Section 4. Qualifications of Directors and Candidates

- a. A Director shall be an Owner in good standing, at least twenty-one (21) years of age. An Owner in good standing is an Owner current in the payment of assessments and not in violation of any provision of the Declaration of Covenants, By-Laws, or Rules and Regulations of the Association; or of resolutions as adopted by the Board of Directors.
- b. If there are multiple Owners of a single campsite, only one of the multiple Owners shall be eligible to serve as a Member of the Board at any one time.
- c. No Owner can be a candidate for a Director if their Campsite is their primary and principal residence.
- d. Every candidate for the Board of Directors shall, prior to receiving a petition of nomination for candidacy and prior to taking a position as a Member of the Board, sign an oath attesting to the qualifications as set forth herein. Further, every Board Member shall annually reaffirm this oath as a condition to remain on the Board. All candidates to the Board and all Members of the Board shall sign a disclosure statement indicating any potential conflict of interest or any fact or potential act which may directly or indirectly affect the Association or any of its subsidiaries or ventures.
- e. Any candidate or Board Member failing to meet any of the qualifications for Candidacy or Board membership contained in this Section may, upon the vote of two-thirds (2/3) vote of the Board, be disqualified from Candidacy or be removed from the Board. Any such Candidate or Board member shall be given written notice of his or her failure to meet any qualification or qualifications within this Section and be afforded an opportunity to so qualify and/or an opportunity to address the Board as to the sufficiency of his or her qualifications for Candidacy or Directorship prior to any Board decision as to disqualification or removal.

WOODHAVEN ASSOCIATION POLICY MANUAL

SECTION 2 ELECTIONS AND REFERENDUMS

***This policy contains proposed changes which are anticipated to be approved by the Board of Directors at their April 14, 2026 meeting. To view the Policy as it is currently written, please see the Policy Manual on the website under About>Membership.*

02-100-1212 Board Candidate Campaigning Requirements (04/26)

For the purpose of this policy campaigning shall refer to activities pursued by the Candidate which shall include submitting written information for publication, attendance at forums and meeting or other organized events and opportunities. The Candidate is solely responsible for their campaign efforts.

1. Each Candidate must submit an autobiography by the deadline established by the Board, with no more than 200 words, as counted in Microsoft's Word Program. Statements of fact that imply the Candidate has achieved, experienced, and/or is accredited must be supported. Agents authorized by the Board of Directors have the right to verify statements if needed.
2. Each Candidate must submit a position statement by the deadline established by the Board, with no more than 200 words, as counted in Microsoft's Word Program.
3. Each Candidate may submit or consult with an Association staff member to help design an 8 1/2" x 11" poster/flyer that the Association will post on all comfort station bulletin boards. Candidates can request an additional 10 printed copies which the candidate can post at the locations listed below.
 - a. The intersection of Woodhaven Dr. West and Greenbriar
 - b. Blue Gill Lake, corner of Woodhaven Dr East and Millridge Trail
 - c. The Association Office
 - d. The Lakeview Building/Trailside Building
 - e. The Rec Plex
 - f. The Family Center
4. Flyers/posters or any other Candidate materials are not allowed to be posted at any Association-owned facilities except those listed above. This includes store front windows, walls, posts, and election materials and/or signs may not be placed in or on any vehicles.
5. Printed material requirements:
 - a. Must be stated or translated in English
 - b. Must be submitted to the Association Office, either in hard copy format or electronically.
 - c. Must be authorized by the Election Chair prior to posting or distribution.
6. Candidates are not to use Woodhaven Association's social media accounts for the purpose of campaigning.
7. Door-to-Door campaigning and/or approaching any person in or around Woodhaven facilities is prohibited except for authorized functions and events. The Association will provide copies of the poster/flyer to be utilized at the Candidate Meet and Greet or any other organized election event.

2026 Election Highlights

- The term for a Board of Directors seat is 4 years.
- There are typically 2 scheduled Board of Directors Meetings per month. Special meetings may be scheduled in addition to the regularly scheduled meetings.
- Board Members may be assigned to chair a committee or act as a liaison to a Board or Review in accordance with the By-Laws. Committees typically meet monthly April-October (this varies per committee), and Boards of Review meet monthly throughout the year, pending case activity.
- Board Members are held to a Code of Ethics set forth in the Policy Manual (01-090-0211).

Campaign Material Information

- Tips for writing your Autobiography:
 - o Must be no more than 200 words as counted by Microsoft Word.
 - o All statements must be supported with documentation (ex: if you state you have a master's degree, you must provide a copy to the Association).
 - o The purpose of the Autobiography is to let the Membership know about you, your experiences, and what you have to offer the Woodhaven community. Examples may include:
 - How long you have been a property owner
 - Other offices or committees you have served in your home community
 - Committees you may have served in at Woodhaven
- Tips for writing your Position Statement
 - o Must be no more than 200 words as counted by Microsoft Word.
 - o The purpose of a Position Statement is to state your position on debatable issues. Examples may include:
 - "I would strive to maintain the great quality of facilities and services already provided while identifying opportunities for improvement."
 - "If I'm elected, I would commit to making sure owners concerns are heard. If you come to me, I will listen."
 - "I am dedicated to maintaining facilities and services while focusing on fiscal responsibility."
- Campaign Posters & Woodhaven News/Preview Ad
 - o Posters and Ads can be created and submitted by you, or Woodhaven Marketing staff can be contacted for assistance: Nicci Leffelman – nleffelman@woodhavenassociation.com
 - o Posters should fit an 8.5"x11" paper, portrait orientation. If submitting an ad, sizing needs to be 3.9" wide by 5" tall. All ads, submitted or Association-designed, will have a QR code added to direct owners to each candidate's election materials on the Association website.
 - o Posters will be placed on designated bulletin boards on property by staff. Candidates may also post on other designated boards as clarified in the Policies.
- Other Printed Materials
 - o Candidates may utilize handouts during their campaign. Please read the Policies carefully – door to door campaigning is not allowed and materials are only allowed to be placed in the designated locations.

2026 ELECTION SCHEDULE

Wednesday	April 1	Affidavits available on-line or at the Association Office
Saturday	May 10	The following items are due: Affidavit, Autobiography and Position Statement by 4:30 p.m. in Association Administration Office.
Saturday	June 6	Election Committee meets, 1 p.m. Association Office This is the deadline for candidate removal from ballot. The free ad for the August <u>Woodhaven News</u> and answers to the questions from Communications Committee are due at the meeting.
Saturday	June 27	Record Candidate Questions and Answers
Sunday	July 5	Table at the Open-Air Market
M-W	July 13 - 15	Paper Ballots shall be mailed between these dates Publish Candidate Questions and Answers to membership
Friday	Aug 14	Ballots must be postmarked and received by Election Company by this date.
Saturday	Aug 15	Ballot Adjudication – 2:00 p.m. (this is about ½-1 meeting).
Friday	Aug 21	Election Results – emailed before 11:00 a.m. to Woodhaven Association Contact and the Election Committee Chairperson.
Saturday	Aug 22	Annual Meeting, August Board Meeting, seat new board