

## **Briarwood Civic Association**

### **Official Absentee/Proxy Ballot**

Meeting Date: June 3, 2025

This vote is conducted in accordance with the following sections of the BCA By-Laws:

#### **ARTICLE V, SECTION 2: Voting Rights**

- a. At any meeting of the membership of this Association, recorded payment of the dues (paid either by homeowner or renter with approved proxy), for any residence lot in Briarwood, will entitle that resident the right to vote.
- b. The spouse of any person holding membership status is automatically deemed a member and has equal voting rights. The spouse of any renter with approved proxy when homeowner has given both positions (2) of membership to renter also is automatically deemed a member and has equal voting rights. However, the homeowner has the right to withhold one (1) position of membership for his or herself and give only one (1) position of membership to renter, whereas the spouse of renter would NOT be entitled to the right to vote.
- c. Proxies and Absentee Ballots. At all general Association meetings, each homeowner may vote in person, by absentee ballot or by proxy. A homeowner may designate another member of the Association to act as the member's proxy. A homeowner, renting his property, may give their proxy to the person renting the property for the duration of the rental agreement (or until rescinded in writing). All proxies/absentee ballots shall be in writing, sealed and passed to the Secretary/Treasurer of the Association (in person or by mail) not later than 15 minutes prior to the commencement of the meeting to verify eligibility to vote. An absentee ballot shall be valid only for that meeting and those agenda items for which the ballot was issued. Agenda items requiring a vote will be published in the newsletter and on the Association website preceding the meeting for which the ballot is intended. Absentee ballots published in the newsletter will specify the issues to be voted on and will specify whether the vote is FOR, AGAINST, or to TABLE a specific issue for further discussion. Absentee ballots and proxy forms will be available on the Association website and in the newsletter on a recurring basis

#### **ARTICLE VIII: Amendment of Bylaws:**

Bylaws may be adopted, amended, or revised by two-thirds (2/3) vote of the members of a quorum present at any regular or special meeting, providing notice of the proposed action was given at any previous meeting.

## **ARTICLE VI, SECTION 4: Transaction of Business**

The presence at any meeting of those persons holding membership status in the Association, either in person or by proxy, will constitute a quorum. Unless otherwise specifically provided for in these bylaws, any action may be taken at any meeting of the membership by the affirmative vote of two-thirds (2/3) of the votes represented by the quorum present.

### **Instructions:**

Members who attend the June 3, 2025, special meeting may vote in person. Those unable to attend, may submit their vote by absentee ballot or proxy. To vote by absentee or proxy:

1. One vote per recognized member (up to two per residence lot if applicable)
2. Return sealed and signed to the Secretary or Treasurer in person.
3. Valid only for the June 3, 2025, meeting and the issues listed below.

### **Ballot Measures:**

#### **Online Voting**

Approve amending the By-Laws to allow for secure online voting for verified members for the annual election.

#### **BCA By-Laws: Article IV, Section 4, d. (Voting for the BCA Board)**

##### **CURRENT LANGUAGE:**

d. Balloting - The Secretary may provide ballots. Ballots will be distributed at the rate of one ballot per eligible attending voter. If ballots aren't used, all nominated candidates will be voted in by a hand vote of the membership in attendance.

##### **PROPOSED LANGUAGE:**

d. Balloting - The Secretary may provide printed or electronic ballots. Printed or electronic ballots will be distributed at the rate of one ballot per eligible voter and may be used for absentee ballots. If ballots aren't used, all nominated candidates will be voted in by a hand vote of the membership in attendance.

- ☐ FOR
- ☐ AGAINST
- ☐ TABLE FOR DISCUSSION

## Updated Treasurer Duties

Approve amending the bylaws to reflect that the Treasurer's responsibilities now include oversight of duties delegated to the Association's contracted designated management company.

### **BCA By-Laws: Article IV, Section 1, c.**

#### CURRENT LANGUAGE:

a. Treasurer - The Treasurer will receive and disburse all money for the corporation, and will render a financial report at each meeting and at other times when so directed by the President or the Board of Directors. The Treasurer will deposit in the name of the corporation, in a bank or banks as designated by the Board of Directors, all money received, and shall draw and sign all checks of the corporation. The Treasurer shall utilize the most efficient and secure methods available through the banking system to perform his/her duties. All disbursements will require a receipt. The Treasurer will keep a record of all membership accounts. The Treasurer will chair the Budget/Finance Committee. If the Treasurer leaves office before the end of his/her term, an audit will be conducted.

#### PROPOSED LANGUAGE:

a. Treasurer – The Treasurer will receive and disburse all money for the corporation, and will render a financial report at each meeting and at other times when so directed by the President or the Board of Directors. The Treasurer will deposit in the name of the corporation, in a bank or banks as designated by the Board of Directors, all money received, and shall draw and sign all checks of the corporation. The Treasurer shall utilize the most efficient and secure methods available through the banking system to perform his/her duties. All disbursements will require a receipt. The Treasurer will keep a record of all membership accounts. The Treasurer will chair the Budget/Finance Committee. If the Treasurer leaves office before the end of his/her term, an audit will be conducted. Should the Board agree to use a designated management company, the Treasurer shall work in coordination with the contracted management company to monitor dues collection, review financial reports, and ensure proper filing of tax documents.

- ☐ FOR
- ☐ AGAINST
- ☐ TABLE FOR DISCUSSION

## Updated Secretary Duties

Approve updating the bylaws to allow electronic communications and voting in accordance with South Carolina Code of Laws Section 33-31-708.

### **BCA By-Laws: Article IV, Section 1, d.**

#### CURRENT LANGUAGE:

d. Secretary. The Secretary will take and keep the minutes of all meetings of the Board of Directors and the membership. The Secretary will maintain a membership roll, will notify all members of meetings through the Briarwood Newsletter, and will maintain a current roster of all Briarwood residents. The Secretary will be responsible for the BCA post office box and pick up mail at least twice weekly. The Secretary will then distribute such mail to the appropriate BCA officer.

#### PROPOSED LANGUAGE:

d. Secretary – The Secretary will take and keep the minutes of all meetings of the Board of Directors and the membership. The Secretary will maintain a membership roll, will notify all members of meetings through the Briarwood Newsletter, and will maintain a current roster of all Briarwood residents. The Secretary will be responsible for the BCA post office box and pick up mail at least twice weekly. The Secretary will then distribute such mail to the appropriate BCA officer. The Secretary shall manage all official Association communications, including electronic communications, website updates, social media postings, and mailings. Should the Board agree to using a Designated Management Company, the Secretary shall maintain the official roster of membership in coordination with the management company.

- ☐ FOR
- ☐ AGAINST
- ☐ TABLE FOR DISCUSSION

### **One-Time Annual Dues Increase**

Approve amending the bylaws to raise the annual dues from seventy-five dollars (\$75.00) to one hundred twenty-five dollars (\$125.00), effective January 2026.

Approve a one-time increase of annual dues from \$75 to \$125 (effective in 2026).

#### **BCA By-Laws: Article V, Section 3, a.**

##### **CURRENT LANGUAGE:**

- a. Annual Dues -All residents of Briarwood, homeowners and/or renters with approved proxy, shall pay annual dues in the amount of seventy-five dollars (\$75.00) to the BCA. It is the ultimate responsibility of the homeowner to pay dues. Dues shall be paid in January and will be considered delinquent March 1st of the current calendar year.

##### **PROPOSED LANGUAGE:**

- a. Annual Dues -All residents of Briarwood, homeowners and/or renters with approved proxy, shall pay annual dues in the amount of one hundred twenty-five dollars (\$125.00) to the BCA. It is the ultimate responsibility of the homeowner to pay dues. Dues shall be paid in January and will be considered delinquent March 1st of the current calendar year.

- ☐ FOR
- ☐ AGAINST
- ☐ TABLE FOR DISCUSSION

### **Annual Dues Increases for 2027-2029**

Should the one-time increase be approved, approve an annual increase of \$25 each year after, until 2029 to ensure adequate funds to support neighborhood operations without requiring a future vote.

#### **BCA By-Laws: Article V, Section 3, a.**

##### **CURRENT LANGUAGE:**

- a. Annual Dues -All residents of Briarwood, homeowners and/or renters with approved proxy, shall pay annual dues in the amount of seventy-five dollars (\$75.00) to the BCA. It is the ultimate responsibility of the homeowner to pay dues. Dues shall be paid in January and will be considered delinquent March 1st of the current calendar year.

PROPOSED LANGUAGE:

a. Annual Dues -All residents of Briarwood, homeowners and/or renters with approved proxy, shall pay annual dues based on the following schedule, to the BCA:

2026 Annual Dues: \$125 (one hundred twenty-five dollars)

2027 Annual Dues: \$150 (one hundred fifty dollars)

2028 Annual Dues: \$175 (one hundred seventy-five dollars)

2029 (and subsequent years) Annual Dues: \$200 (two hundred dollars)

It is the ultimate responsibility of the homeowner to pay dues. Dues shall be paid in January and will be considered delinquent March 1st of the current calendar year.

- ☐ FOR
- ☐ AGAINST
- ☐ TABLE FOR DISCUSSION

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_

**Voter Information**

Voter Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Check one:

- ☐ Homeowner
- ☐ Renter with Approved Proxy
- ☐ Spouse with Voting Rights

Proxy Section (if applicable):

I, \_\_\_\_\_ (Homeowner), grant voting rights to  
\_\_\_\_\_ (Member) for the June 3, 2025, special meeting.

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_