



Beau Chene Homeowners Association, Inc.
105 Beau Chene Blvd, Suite 102 Mandeville, LA 70471
Phone 985-231-6285 Fax 985-231-6286 Website: www.bchoa.org

February 2025

Fellow Homeowners

It is that time again to elect homeowners willing to serve on the Beau Chêne Homeowners Association (BCHOA) Board of Directors. If you wish to have input in the decision-making process in an effort to better our community and can put forth the required time and effort to represent the homeowners then we are interested in you. The following pages explain the process of electing Board Members in 2025. These are exciting times for Beau Chêne as we strive to make our community a better place to live, work and play.

The process for electing Directors to the BCHOA Board is set forth in the Beau Chêne Homeowners Association By-Laws. The Ballot Box has been selected again as an independent inspector to handle our election process. The Ballot Box will be managing the election of Beau Chêne Board of Directors through the distribution and collection of the nomination forms and election ballots.

If you are interested in serving on the Beau Chêne Homeowners Association Board of Directors, please review the By-Laws located on our website, www.bchoa.org, and respond using the materials provided in this mailing. If you have any further questions related to the process, please contact the Chair of the Nominating and Governance Committee or the CAO via e-mail.

Contact Information:

Geoff Hingle, Jr., Chair
Cristina Donovan, CAO

jr.hingle@pmolink.com
cristinad@bchoa.org

It is our hope that these procedures will continue to provide an organized election process for the Board of Directors. For full understanding of the process, the following is enclosed:

- 2025 Nomination and Election Process
- The Ballot Box Nomination Form

Best Regards,

Cristina Donovan, CAO



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Election/Nomination Process Key Elements

- Any homeowner may participate in the Nominating Process.
- Candidates must meet criteria set forth in the By-Laws. For example: Article IV, Section 7 states “No member shall be eligible to vote... or to be elected to the Board of Directors, who is... more than sixty (60) days delinquent in any payment due the association”.
- Members of the Nominating and Governance Committee may interview homeowners requesting to be considered for nomination.
- At the discretion of the Committee and the Board, a group of qualified candidates will be listed on the election ballot. General statements as submitted by the candidate will also be included with the ballot.
- In this year’s election, three (3) Directors will be elected for a three (3) year term.
- Ballots will be mailed to homeowners in April.
- Members will vote for the candidates of their choice and mail their ballots directly to The Ballot Box which is the appointed firm specializing in homeowners’ association elections as a trusted third party. Ballots will not be distributed or accepted at the meeting. **Ballot submission will act as an instrument to determine a quorum needed for the annual meeting** per BCHOA By-Laws, Article IV, Section V.
- **Ballot Receipt Deadline is May 15, 2024.**
- The ballots will be opened and tabulated at the office of The Ballot Box. The confidentiality of the voter will be preserved thus, ballots will be secret.
- The results will be announced at the Annual Meeting of homeowners on May 20, 2024.

PROCESS	TIME FRAME
Request for Board Candidates: <ul style="list-style-type: none"> • Distribution of solicitation materials by The Ballot Box 	February 18
Candidate Registration Deadline: <ul style="list-style-type: none"> • Nomination Forms must be received by The Ballot Box (noon PST) 	March 14 (noon PST)
Board of Directors Meeting <ul style="list-style-type: none"> • To approve/reject candidates for placement on ballot • Committee notified if additional candidates required • Approved candidates notified to submit information for ballot 	March 21
Distribution of Ballot Materials <ul style="list-style-type: none"> • The Ballot box distributes meeting notice, ballot, and candidate statements • Ballot to include: <i>Notification that its submission will act as an instrument to determine quorum.</i> 	April 4
Ballot Receipt Deadline <ul style="list-style-type: none"> • All ballots must be received by The Ballot Box to be counted 	May 15
Annual Homeowners Meeting <ul style="list-style-type: none"> • Election results to be opened and announced 	May 20



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Beau Chêne Homeowners

A brief summary of the key elements of the Beau Chêne Homeowners Association Bylaws requirements for the nomination and election process of the Board of Directors is enclosed. The Bylaws are located on the Association’s website at www.bchoa.org. It is your responsibility as a candidate to review the Bylaws to ensure that you meet the criteria. The Association’s independent election administration firm, The Ballot Box, will be assisting with the election process.

Are you interested in volunteering time to serve on the Board? Want to have a say in what goes on in your community? Can you commit to attend meetings regularly? Can you make reasonable decisions for the betterment of the Association? If yes, you must complete and return this nomination form.

Candidates **MUST** be registered by no later than Friday, ***March 14, 2025, by noon PST***. This form may be returned by mail to the address noted below, or via fax 1-866-648-7869 or email at info@ballotboxservices.com. Each candidate may submit, along with this form, a statement of no more than one (1) side of an 8 ½” X 11” sheet of paper. The statement* may include your photograph. The statement* will be copied and mailed with the ballots mailed to the membership exactly as submitted. Regardless of whether or not a statement* is submitted, this completed application will not be mailed with the ballots. You will receive a confirmation email of receipt of registration and another email when your candidate eligibility has been verified. *It is your responsibility as a candidate to ensure that your candidate registration form is received by The Ballot Box by the deadline date. If you do not receive a confirmation email, we did not receive your registration.*

I ACKNOWLEDGE THAT I HAVE REVIEWED THE ASSOCIATION'S CANDIDATE ELIGIBILITY CRITERIA AND THAT TO THE BEST OF MY KNOWLEDGE, I MEET THE CRITERIA. I HAVE ALSO REVIEWED THE OBLIGATIONS AND REQUIREMENTS OF BOARD MEMBERS AND AM PREPARED TO FULFILL THOSE OBLIGATIONS TO THE EXTENT OF MY ABILITIES IF I AM ELECTED.

First Name: _____ Last Name: _____

Beau Chêne Property Address: _____

Are you currently a member of the Board of Directors? Yes No

I have attached a one (1) page statement* to be mailed with the ballots. Yes No

Signature: _____ Date: _____

THE FOLLOWING INFORMATION WILL NOT BE PRINTED ON ELECTION MATERIALS (AS THIS FORM WILL NOT BE MAILED) AND IS FOR OUR USE TO CONTACT YOU IF WE HAVE QUESTIONS REGARDING THE INFORMATION SUBMITTED ONLY. YOUR INFORMATION IS NEVER SOLD OR USED FOR ANY OTHER PURPOSE.

Phone: _____

Email: _____

*any optional statement MUST be submitted with the application. Late submissions will not be accepted.



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 Fax (866) 648-7869
info@ballotboxservices.com