



## BEAU CHÊNE HOMEOWNERS ASSOCIATION, INC.

105 Beau Chêne Blvd., Suite 102, Mandeville, LA 70471

Phone: (985) 231-6285 Fax: (985) 231-6286

Website: [www.bchoa.org](http://www.bchoa.org)

**February 2026**

**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 a voice in the decision-making process and are willing to commit the time and effort required to represent the interests of our community, we encourage you to consider serving.

These are exciting times for Beau Chêne as we continue working to strengthen our community and enhance the quality of life for our residents.

The process for electing Directors to the BCHOA Board is established in the Beau Chêne Homeowners Association By-Laws. As in prior years, **The Ballot Box** has been selected as the independent inspector of elections and will oversee the nomination and election process. The Ballot Box will manage the distribution and collection of nomination forms and election ballots to ensure a fair, organized, and transparent election.

Homeowners interested in serving on the Board are encouraged to review the Association By-Laws, which are available on our website at [www.bchoa.org](http://www.bchoa.org), and to respond using the materials included in this mailing. Should you have any questions regarding the nomination or election process, please contact one of the individuals listed below.

**Contact Information:**

Todd Taranto, Chair – Nominating & Governance Committee  
tctaranto@gmail.com

Roy Hutchinson, Managing Agent  
royh@bchoa.org

Bill Maier, Manager  
billm@bchoa.org

It is our hope that these procedures will continue to provide an organized, transparent, and effective election process for the Board of Directors. For a complete understanding of the process, the following materials are enclosed:

- 2026 Nomination and Election Process
- The Ballot Box Nomination Form

**Best Regards,**

Roy Hutchinson, Managing Agent

## 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, four (4) 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 14, 2026.**
- 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 19, 2026.

PROCESS	TIME FRAME
<b>Request for Board Candidates:</b> <ul style="list-style-type: none"> <li>• Distribution of solicitation materials by The Ballot Box</li> </ul>	<b>February 17</b>
<b>Candidate Registration Deadline:</b> <ul style="list-style-type: none"> <li>• Nomination Forms must be received by The Ballot Box (noon PST)</li> </ul>	<b>March 13 (noon PST)</b>
<b>Board of Directors Meeting</b> <ul style="list-style-type: none"> <li>• To approve/reject candidates for placement on ballot</li> <li>• Committee notified if additional candidates required</li> <li>• Approved candidates notified to submit information for ballot</li> </ul>	<b>March 20</b>
<b>Distribution of Ballot Materials</b> <ul style="list-style-type: none"> <li>• The Ballot box distributes meeting notice, ballot, and candidate statements</li> <li>• Ballot to include: <i>Notification that its submission will act as an instrument to determine quorum.</i></li> </ul>	<b>April 3</b>
<b>Ballot Receipt Deadline</b> <ul style="list-style-type: none"> <li>• All ballots must be received by The Ballot Box to be counted</li> </ul>	<b>May 14</b>
<b>Annual Homeowners Meeting</b> <ul style="list-style-type: none"> <li>• Election results to be opened and announced</li> </ul>	<b>May 19</b>



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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](http://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 13, 2026, 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](mailto: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](mailto:info@ballotboxservices.com)