

Park Glen Neighborhood Association 2026 Election Guidelines

These Guidelines supplement, and do not supersede, the Bylaws of Park Glen Neighborhood Association, Inc. They are intended to promote a fair and orderly election. A failure to comply with any of these Guidelines will not invalidate the election or any process associated therewith, provided the Association's governing documents and State law are followed.

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Election Timeline

- By May 22nd – Mailing to all homeowners notifying of the Annual Meeting, the opportunity and procedures for homeowners to file as candidates, and an overview of the voting process. The mailing may also contain other topics, as the Board desires.
- By May 22nd – Communicate the election, candidate filing opportunity, and guidelines via the Park Glen website, email messages sent to our e-blast list, and Facebook posts.
- On May 25th – Candidate filing period opens. Post candidates & candidate statements on website as they come in and candidate eligibility is verified.
- On June 12th – Candidate filing period closes. All filings must be received by the end of the day on this date, regardless of the sending method.
- By June 15th – Election Coordinator acknowledges receipt of filings to each candidate and provides candidate information to the Park Glen webmaster.
- By June 19th – Election Coordinator submits the complete candidate document to YesElections, each candidate, the existing Board members, and the Park Glen webmaster.
- By July 29th – YesElections mails letter, mail-in ballot, & candidate information sheet to each homeowner.
- By July 29th – Advance Voting period opens.
- On September 1st at noon – Advance voting period ends for receipt in YesElections office of mail-in ballot.

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- On September 1st – Online voting will be available until 7:30 pm.
- On September 1st – The Annual Meeting will be held in-person at 7:00 pm. In-person voting will be available from 7:00 pm – 7:30 pm, or via a ballot drop box at NMI, which closes at 5:00 pm on September 1st. Assuming quorum is met, results will be made known at or after the meeting.

Election Coordinator

The Association's contracted community manager will serve as the "Election Coordinator" for 2026 and will:

- ensure that the process is kept free from reliance on or inappropriate involvement by biased parties,
- ensure homeowner confidence in the process,
- maintain competence and completeness of the process,
- provide direction on all matters that do not rise to the level of requiring Board action.

The Election Coordinator may utilize other trusted parties in coordinating the election. Any expenditures or financial commitments must be authorized by the Board in advance.

Candidate Filing Process

The Election Coordinator will collect candidate filings, verify homeowner status, communicate receipt of filings to filers, and provide candidate information to the Association's webmaster and to YesElections.

The candidate filing form and relevant filing guidelines will appear on the Park Glen website by May 22nd. The form will contain these questions:

1. Name
2. Position Being Sought
3. Candidate Statement – this statement (up to 500 words) will be provided to Park Glen Neighborhood Association homeowners, so feel free to include anything that you want voting members to know. You may want to address these topics:
 - Give a Brief Bio of Yourself
 - Board of Directors Experience in Business or Community
 - Goals for the Community if elected to the Board of Directors
 - What specific skills (financial, legal, project management) do you bring?
 - Additional Details you would like to share

If your statement includes more than 500 words, only the first 500 will be used. The statement will not be edited or proofed in any way, other than to eliminate any content inappropriate for a family audience.

4. Address of Park Glen Home of which you are an owner
5. Email address
6. Phone number

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The information from questions 1, 2, and 3 will be published on the website and provided to all members before advance voting. The information from questions 4, 5, and 6 will be used only by the Election Coordinator.

Ideally, candidates will be able to file by as many of these methods as the Election Coordinator can support: mail, in-person, fax, or email. All filings (even mailed filings) must be received by the Election Coordinator by the end of the last day of the filing period.

The guiding principle will be to have an open, inclusive, fair election, so the Election Coordinator will have the responsibility of working with potential candidates to ensure their inclusion if they desire to run and are Park Glen homeowners.

Upon receipt of a candidate filing, the Election Coordinator will:

- verify that the applicant is personally listed as a Park Glen homeowner on Tarrant Appraisal District records or has otherwise proven ownership of a Park Glen home to the satisfaction of the Election Coordinator,
- confirm acceptance of the filing to the candidate by email within 48 hours of receipt or by June 15th whichever is earlier, including the actual typed “candidate statement” that the Election Coordinator intends to submit for publication and use in the election (to give the candidate an opportunity to correct anything),
- relay the candidate’s name, position being sought, and candidate statement to the Park Glen webmaster within 48 hours of receipt or by June 15th, whichever is earlier, so that the candidate’s information can be promptly added to the website.

After the close of the candidate filing period, no changes may be made to the filed information or candidate statement, and all filed candidates must remain on the ballot, even if a candidate wishes to withdraw from the race, chooses to not serve if elected, is no longer able to take office, or is no longer eligible to take office. The scenario of a candidate being elected and unwilling, unable, or ineligible to serve will be resolved according to the vacancy provisions of the bylaws.

The coordinator will create a single document that lists all the candidates, positions being sought, and filing statements. Candidates will be listed on all documents, ballots, and forms by the position being sought, then in the order that filings were received. Within seven days after the filing period ends, the coordinator will submit the complete document to YesElections, each candidate, the existing Board members, and the Park Glen webmaster. YesElections will use the information to prepare the candidate information sheet to be sent to all homeowners. The Park Glen webmaster will use the information to verify and add to the candidate information already posted on the website.

Before Advance Voting Starts

Before the start of the advance voting period, YesElections is to send voting information to all homeowners of record, using an owner address list from the Association’s management company and provided to YesElections by the date that they have specified to need that file.

The mailing from YesElections to each homeowner will be in a white envelope with the words “PARK GLEN NEIGHBORHOOD ASSOCIATION” and the words “Ballot Enclosed” across the front in red. The envelope will contain:

- An explanation of the election and the voting process, including
 - Instructions and individual access code for online voting via the YesElections website.
 - An explanation of the option and procedure for each homeowner to request from YesElections a personalized proxy form that a homeowner may fill out and send to

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YesElections to designate another homeowner to vote on their behalf in person at the Annual Meeting.

- A candidate information sheet that shows the name, office being sought, and candidate statement of each candidate who filed.
- A personalized paper “absentee” ballot that a homeowner may fill out and send to YesElections.
- A preprinted return envelope (but not postage-paid).

At the time that the envelopes are mailed, the YesElections website should be ready within two days to accommodate online voting, including the display of candidate names and filing statements submitted by the candidates.

Content of Ballots and Forms

Online ballots, paper ballots, and proxy forms will all have the opportunity to vote “for quorum on the Board election only,” without voting for particular candidates (as allowed by Texas Property Code 209.00592-b-1).

Online ballots, paper ballots, and proxy forms will have a write-in blank for each of the seven positions.

Paper ballots or proxy forms submitted by members must be signed (per Texas Property Code 209.0058).

Online and absentee ballots will have this notice (required by Texas Property Code 209.00592-c-3): “By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail.”

Since common sense and Texas law (Property Code 209.00592-b-1 and -3) clearly indicate that advance votes may be counted on matters only if the exact text of the measure appeared on the advance ballot, the following notice is to be added to online and absentee ballots: “Even if the required quorum of members is met for the Board election (represented by advance voting before the Annual Meeting and in-person voting on the Annual Meeting date), it is highly possible that a quorum will not be represented for any other issue that might come before the membership at the Annual Meeting.”

Proxy forms will not be preprinted with the name or title of any specific person or officer as a default, possible, or suggested proxyholder. Homeowners filling out a proxy form must write in the name of the desired proxyholder.

Proxy forms will allow a homeowner to:

- direct the specific candidates to be voted for by the proxyholder,
- write in the names of specific people to be voted for by the proxyholder, or
- designate that the proxyholder may select the candidates to be voted for.

Advance Voting / Proxies

In advance of the September 1st Annual Meeting, a homeowner may:

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- Vote in advance online using the access code provided by YesElections, by 7:30 pm on September 1st.
- Vote in advance by returning to YesElections the absentee ballot provided by YesElections, for receipt in the YesElections office by 12 noon September 1st.
- Designate another Park Glen homeowner as their proxy (to cast a vote on their behalf in person on September 1st) by requesting a personalized proxy form from YesElections, filling out the paper “proxy form” and returning it to YesElections. Just before the Annual Meeting, YesElections will provide this proxy information to the Election Coordinator. The proxyholder must cast an in-person vote on behalf of the original voter in the same manner as any other in-person voter (see “In-Person Voting” below).

Any homeowner who has a question about the voting process or needs help in voting should call YesElections at 877-466-7875. Inquiries to YesElections must allow sufficient time for the appropriate information, forms, access, or resolution to be provided. If insufficient time remains to meet a request or supply information, the only remedy to the homeowner will be to vote in person on September 1st.

On a regular basis throughout advance voting, YesElections will communicate to the Election Coordinator the number of votes cast and proxies submitted so far. This information will be posted on the Park Glen website and relayed by the Election Coordinator to candidates, existing members of the Board, and the Park Glen webmaster.

In-Person Voting

In-person voting on September 1st will be conducted under the direction of the Election Coordinator, who may recruit and utilize other trusted volunteers.

Paper ballots, as similar as possible to the “absentee ballot” sent out by YesElections, will be available for homeowners to cast votes in person at the Annual Meeting from 7:00 pm – 7:30 pm. Copies of candidate filing statements will also be available. Submitted paper ballots must be signed (per Texas Property Code 209.0058).

A ballot drop box will be outside NMI’s front door and will accept ballots up to 5:00 pm on September 1st. The offices of NMI (Neighborhood Management, Inc.) are located at 5421 Basswood Blvd Suite 710. Paper ballots, as similar as possible to the “absentee ballot” sent out by YesElections, will be used. Submitted paper ballots must be signed (per Texas Property Code 209.0058).

If a homeowner voted in advance and wishes to vote in person, YesElections and the Election Coordinator must ensure that only the in-person vote counts (per Texas Property Code 209.00592-b-2, “any vote cast at a meeting by a property owner supersedes any vote submitted by absentee or electronic ballot previously submitted”).

In-person voters will be given a paper ballot from the Election Coordinator, who may require identification from any person wishing to vote. If a person who is not on the YesElections list of eligible voters wishes to vote in person, the Election Coordinator must be sufficiently satisfied that the person is a Park Glen homeowner before allowing the person to vote.

Assuming quorum is met, the Election Coordinator and YesElections will work together to ensure that complete vote results are provided in the Annual Meeting very quickly after voting is over.

If Quorum Is Not Met

Quorum is 10% of Association members voting by any authorized method. If quorum is not met at the initial Annual Meeting or any reconvened meeting:

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- No voting results are to be made known.
- The meeting will be recessed, and voting will be extended.
- The meeting is to be reconvened at a convenient location set by the Association President and a convenient time and date between 5 and 14 days later set by the Election Coordinator. The time and place of the reconvened meeting is to be announced before the meeting is recessed.
- The list of candidates will not change.
- Votes already cast will count (unless a voter replaces their vote in an allowable way).
- A non-personalized proxy form (as similar as possible to the proxy form sent out by YesElections) will be quickly made available on the Park Glen website and may be mass-produced for solicitation and collection by any Park Glen homeowner, to be voted in person by proxyholders at subsequent reconvened meetings until quorum is met.

Change of Ownership

If ownership of a home changes after YesElections prepares the owner address file, the new owner may vote in person on September 1st. If the previous owner has not yet voted, the new owner may also obtain the voting information from the previous owner. In any case of uncertainty, the new owner should contact the Election Coordinator for guidance.

Door Prizes

At the in-person Annual Meeting, three \$50 gift cards will be purchased by the Association and given away as door prizes at the Annual Meeting. Only homeowners present at the in-person meeting who have voted either in advance or at the meeting will be eligible for the random drawing. One entry per Park Glen property.

Determination of Winners

The elected President, Vice President, and Secretary will be the candidate in each of those races receiving the greatest number of votes. The elected Directors will be the four candidates receiving the greatest number of votes among all candidates running for Director. This is according to Section 7.6 of the Association Bylaws.

If No Board Is Elected

If a Board is not elected on September 1st (e.g., lack of quorum or meeting postponed), the existing Board will continue, but action between September 1st and the date a Board has been appropriately elected is to be limited to that necessary to perpetuate the Association and to resolve emergency situations, with all action taken subject to review and/or reversal by the Board that is eventually elected.

Version History

This section records Board approval dates and substantive revisions to these Guidelines.

- 2026 Guidelines: Approved by Board on May 19, 2026.