

**DAUPHIN ISLAND PROPERTY OWNERS ASSOCIATION
ELECTION MANAGER REPORT – MAY 14, 2011**

GENERAL DAILY DUTIES PERFORMED

Acquire Post Office box and check for mail daily.

Using mail merge and a supplied database, produce mail-out packets reissued for those which were returned undeliverable or for new owners when known. Produce record of reissued packets for secretary. Assemble, stamp and mail reissued packets.

Accumulate and enter pertinent edit notes on database as acquired.

Receive and file email messages regarding changes to initial database. Incorporate those changes into re-issued packets.

Reprint proxies for re-issues which weren't returns containing old proxies.

Email packets to three owners who requested same to be emailed (Can email out, but can't accept an email proxy return – must have original signature.)

Research to obtain grantee address, new owner name, etc, in Probate records when necessary.

Maintain and cross-reference database in alphabetical order and in D.I. street address order as part of research to find changes and new owners.

Provide secretary with a disk of original lists and final database with corrections and notes. (Did not log in other info such as phone or email).

Maintain proxies in numerical order to file with secretary as required by DIPOA constitution. Info to be used to further update member database.

FORMS DEVELOPED

Daily mail log

Generic proxy form

Information request sheet for the May 14 voters (who don't submit a proxy)

Poll List for signing on May 14

Certificate of Results

Tally sheet for counting votes

Mail-Out Packet:

Official Ballot

8-page insert formatted (text provided)

Ballot inner envelope

Mail out envelope with window

Cover letter for re-issued packets

ROUTINE BALLOT PROCESSING PROCEDURE

Daily	Retrieve mail
Daily	Open and write ID# on outside of envelope
Daily	Check for signed proxy and sealed ballot envelope
Daily	On database, mark return as valid
Daily	File envelopes in numerical order (still containing proxy/ballot)
May 9	Pulled sealed ballot envelopes out of return envelopes, leaving proxies inside in numerical order to file with the Secretary as required
May 10	Opened all ballot envelopes and then retrieved marked ballots
May 10	Call-out and tally began (open-ended until May 14)
Daily	Continue to gather mail and add to file and tally each day
May 13	Prepare computer for transport to meeting (database)
May 14	Provide materials for persons wishing to vote in person at meeting (official ballots, information request forms (to be used lieu of proxies), forms for last tallies, results certification form, etc.
May 14	Combine in-person votes with mailed in votes and certify totals
May 14	File documentation and proxies with secretary as required. Provide updated database and support materials.

THE NUMBERS REPORT

Ballots <u>approved and counted</u>	713
Envelopes pulled/rejected (see page 4)	164
Other mail/notes	<u>4</u>
Mail/ballots received from owners (see page 3)	881
Returned as undeliverable (see page 3)	177
Returns left after reissues	68
Mailed out <u>after</u> initial mailing/research	192
Proxies mailed in separately	4
Dues received \$100. Sent to DI office	1

Received At Meeting on May 14, 2011 (also included above)

*Ballots received on May 14	+	50
**Rejected May 14	-	<u>5</u>
Total ballots accepted/counted on May 14, 2011		45

*Ballots were cast in person on May 14 by those present and also through proxy/ballot packets hand-delivered that day.

**Proxy/ballots rejected on May 14 were in the hand-delivered group.

Three were rejected because one did not sign the proxy, one envelope contained no proxy and one contained a faxed proxy with faxed signature.

Two were presented but rejected because owners had already voted.

Second submission requested withdrawal of 1st ballot – declined. Presenter withdrew these two submissions with objection.

Total Ballots Accepted and Counted

713

RECEIVED	FROM OWNER	RETURNED UNDELIVERABLE
4/16/11	387	94
4/19/11	32	33
4/21/11	38	12
4/22/11	23	6
4/23/11	25	6
4/25/11	22	1
4/26/11	16	1
4/27/11	26	0
4/28/11	19	1
4/29/11	13	1
4/30/11	23	2
5/2/11	20	4
5/3/11	28	0
5/4/11	27	5
5/5/11	34	0
5/6/11	24	0
5/7/11	23	1
5/9/11	15	0
5/10/11	3	1
5/11/11	15	5
5/12/11	10	0
5/13/11	8	4
5/14/11	50	0
TOTAL	881	177

Note: "Returned Undeliverable" were researched and reissued if a better address or new owner was found. "From Property Owner" was checked for a signed proxy and a ballot envelope for approval. If proxy was missing, envelope was pulled and excluded from vote count. Some owners sent a signed proxy separately from ballot. In that case, the two were matched up and included as a single submission.

BALLOT PROCESS – EXCEPTIONS

*Pulled/rejected envelope if

No proxy was included (has name/address)	85
No proxy was included (<u>no name/address</u>)	34
Proxy was not signed	10
Faxed proxy. Signature not original. 5/14	1
No ballot was included	15
Person had voted already	12
Proxy altered to remove authority	5
Designated one Board member for proxy	1
Owner requested his business vote pulled	<u>1</u>
Total pulled and not counted	164

These pulled envelopes were kept separate from approved receipts. The ballots were not opened and remain inside the envelopes. Board member was given ballot/proxy for which he was authorized to vote.

REVENUE COMMISSIONER NOTE

When I realized that the property owners list received from the Revenue Commissioner listed many former owners instead of current owners and had other major issues, I contacted Commissioner Marilyn Wood. I explained the DI election to her and the way we were using her property owner list. She regretted that the list had errors and wants to update it if possible. She will be happy to assist property owners who call her as a result of the Dauphin Island mailing and gave permission for her phone number to be included in re-issue cover letters. Ms. Wood also requested that the DIPOA Board share with her anything in writing (copies of proxies) that would help her staff “clean up” the list. She stands ready to work with the Board for mutual good.

CONTRACT NOTES

Initial contract: Secure post office box and receive mailed-in ballots. Validate or toss submissions according to Constitution rules. Count ballot totals and certify results to board.

Additional non-contract work performed: Report returned packets to Secretary for research and edit to database of owners. Receive emails and notes of changes to database. Research new owners and/or grantee addresses using Probate Court website. Make changes to database. Produce all inserts and re-issue or mail ballot packets for edited owners. Approximately 50 hours spent on duties outside initial contract.

(Note: Printing and mailing initial ballot packets was a separate contract with Interstate Printing Company).

**To
Dauphin Island Property Owners Association
Board of Directors**

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Thank you for the opportunity to assist in your yearly election process. Charles McDevitt was a huge help in the process, assisting me every step of the way.

I trust you will find everything in order. Please be assured that I do not have any vested interest in properties on Dauphin Island and great care was taken to provide efficient service and a true and correct tally of the votes cast pursuant to the rules in the DIPOA Constitution and Alabama Law.

Very truly yours,

A handwritten signature in black ink that reads "Marilyn McDevitt". The signature is written in a cursive, flowing style with a small dot above the 'i' in "Devitt".

Marilyn McDevitt
Election Manager 2011
May 14, 2011