

**KENTLANDS CITIZENS ASSEMBLY  
2017 ELECTION NOTICE AND  
ANNOUNCEMENT OF ANNUAL MEETING**

September 11, 2017

Dear Kentlands Citizen:

With this letter, the Kentlands Citizens Assembly Election Committee announces the 2017 Fall Election. This year, eligible voters will elect three members to the Board of Trustees of the Kentlands Citizens Assembly. **Election Day is Friday, November 3, 2017.**

Enclosed please find: 1) procedures for residents who are interested in placing their names in nomination for these positions and 2) procedures for voter registration by citizens who are not Titleholders.

Kentlands citizens may vote by mail or in person on Election Day or by dropping a sealed ballot envelope in the ballot box prior to Election Day. A ballot will be mailed to all citizens no later than October 13, 2017 with instructions for voting. If the election is uncontested, no ballots will be mailed, no voting will be held and results will be announced.

Mailed and dropped ballots must be received at the designated address **no later than** 5:00 pm on Friday, November 3, 2017. In person voting will take place from 7:00 am to 8:00 pm on November 3, 2017, at the Kentlands Clubhouse, 485 Tschiffely Square Road, Gaithersburg, Maryland, 20878.

**DOCUMENTATION FOR CANDIDATES**

The three members of the Board of Trustees elected in 2017 will serve for a term of two years. Compensation for a Trustee is \$75 per meeting. The Chair of the Board is elected by the Board and receives compensation of \$150 per meeting.

Candidate petitions and questionnaires must be received by the General Manager, no later than 5:00 pm on October 9, 2017 at the Kentlands Clubhouse in order to be included on the ballot. The petition for candidates must be signed by Titleholders or Citizens *in good standing*. At least 20 signatures are required for candidates to the Board of Trustees. You may want to consider obtaining a few extras, in the event all of the names submitted are not eligible. The attached petition form may be duplicated as necessary.

Candidates should complete the attached candidate questionnaire. **Please note that the Candidate Questionnaire will be copied without editing and mailed to all eligible voters along with the ballot.**

**SUBMISSION**

**Candidate petitions and questionnaires must be delivered to the General Manager or Assistant Community Manager (unless prior arrangements are made in advance) during business hours only, 9:00 am to 5:00 pm, Monday through Friday, to the Kentlands Citizens Assembly Election Committee, c/o CMC, 485 Tschiffely Square Road, Gaithersburg, Maryland 20878. Deadline for submission is 5:00 pm on October 9, 2017.**

## **ANNUAL MEETING / CANDIDATES' FORUM**

**The Annual Meeting of the Kentlands Citizens Assembly is scheduled for October 24, 2017 at 7:30 pm. The President will present the annual report and candidates will be given an opportunity to present their positions and respond to questions. If the slate of candidates is sufficiently large, a separate Candidates' Forum date will be established by the Board of Trustees for the candidates to present their positions and answer questions.**

### **ELIGIBILITY FOR CANDIDACY**

Any eligible voter, as detailed in the next paragraph, may become a candidate upon submission of a Candidate's petition as described above.

### **ELIGIBILITY TO VOTE**

Voters eligible to vote in this election are defined as Resident Titleholders (persons whose names appear on the deed to their property **and who reside in Kentlands**) and non-Titleholders who are eighteen years of age or older, who have registered as Kentlands Citizens for this election, and who reside in Kentlands.

All eligible voters must be current as to any financial obligation to the Assembly up to and including the August payment for 2017. The General Manager will certify to the League of Women Voters the names of eligible voters.

Resident Titleholders whose names appear on the deed to their property and who reside in Kentlands are automatically eligible to vote and **do not need to complete** a Citizen Registration Form.

**Registration for non-Titleholders:** All adult residents other than Titleholders (eligible renters, for example) who wish to register for this election must do so by written notification to the General Manager. Please mail via the U.S. Postal Service or hand deliver a copy of the attached Citizen Registration Form with appropriate documentation. The form and documentation (proof of residency, such as a copy of a driver's license, voter registration card, lease, phone bill, or similar documentation demonstrating residency in Kentlands) **must** be received by 5:00 pm, October 2, 2017. The Citizen Registration is valid **only** for the 2017 election. Any prior registration granted for a prior election is not acceptable for the 2017 election.

Voting shall take place by Secret Ballot. Ballots shall be sealed in an envelope with the name and address of the voter on the outside of the envelope in order to verify voter eligibility.

### **ELECTION 2017 CALENDAR SUMMARY**

**October 2, 2017, 5:00 pm** - Deadline for voter registration of non-Titleholders  
**October 9, 2017, 5:00 pm** - Deadline for candidate petitions and questionnaires  
**October 13, 2017** - Voting package mailed (unless the election is uncontested)  
**October 24, 2017, 7:30 pm** - Annual Meeting / Candidates' Forum  
**November 3, 2017, 7:00 am to 8:00 pm** - Election Day

Sincerely,

2017 Kentlands Election Committee

Tracy Brazelton  
Karen Palman  
Steve Smith

**ATTENTION**

**NON-TITLEHOLDERS ONLY**

**KENTLANDS CITIZENS ASSEMBLY**

**CITIZEN REGISTRATION FORM**

**FALL 2017 ELECTION**

Date: \_\_\_\_\_

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

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

\_\_\_\_\_

I certify that I am at least 18 years of age and meet any other eligibility and residency requirements.

Signature: \_\_\_\_\_

Proof of Residency (to be filled in by CMC): \_\_\_\_\_

\_\_\_\_\_

**HOW TO REGISTER**

1. Print or type the date, your name, and your Kentlands address in the spaces provided. Sign the form.

2. Proof of residency will be completed by the Managing Agent upon receipt of the appropriate documentation, which must be attached to this form.

3. Deliver or mail the form and documents to:

Kentlands 2017 Election Committee  
c/o Community Management Corporation  
485 Tschiffely Square Road  
Gaithersburg, MD 20878

4. To be valid, this form and residency documentation (such as a copy of a driver's license, voter registration card, lease, phone bill, or similar documentation) must be received by the Managing Agent no later than October 2, 2017 by 5:00 pm.

**KENTLANDS CITIZENS ASSEMBLY  
FALL 2017 ELECTION**

**CANDIDATE QUESTIONNAIRE:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CONTACT # \_\_\_\_\_

POSITION SOUGHT: ( ) Member, Board of Trustees

Please discuss your background or any experience you have that may qualify you for the position which you seek: (For example, organizations, occupation, education, special interests, previous involvement in a homeowners association or community organization, etc.)

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What are your reasons for seeking election? (goals, ideas, etc.)

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What do you see as the major issues facing the Kentlands Citizens Assembly that should be addressed?

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Any other ideas or comments?

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**PLEASE RETURN THIS FORM NO LATER THAN 5:00 PM ON OCTOBER 10, 2017 TO:**

**2017 ELECTION COMMITTEE  
c/o CMC  
485 Tschiffely Square Road  
Gaithersburg, MD 20878**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**NOTE: ONLY THIS FRONT PAGE WILL BE DISTRIBUTED WITH THE BALLOT.  
NO EDITS WILL BE MADE.**

**PLEASE SUBMIT A PHOTOGRAPH WITH THE COMPLETED QUESTIONNAIRE. PLEASE  
INITIAL HERE IF YOU CONSENT TO YOUR PHOTO BEING USED IN COMMUNITY  
PUBLICATIONS: \_\_\_\_\_**

**KENTLANDS CITIZENS ASSEMBLY  
FALL 2017 ELECTION  
PETITION FOR CANDIDACY  
DEADLINE FOR SUBMISSION: OCTOBER 9, 2017, 5:00 pm**

I, \_\_\_\_\_, a Titleholder/Citizen in good standing of the Kentlands Citizens Assembly, hereby petition the Election Committee for candidacy for election to the position of ( ) Trustee.  
**20 signatures are required for candidates for Trustee.**

PRINT NAME	PRINT ADDRESS	SIGNATURE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
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15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____
24.	_____	_____
25.	_____	_____

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Candidate Address \_\_\_\_\_