January 27, 2020

RE: Upcoming King Farm Citizens’ Assembly Election

King Farm Titleholders and Citizens:

On April 26, 2020, King Farm Citizens Assembly ("Assembly") will hold its annual election. There are two (2) seats on the Assembly’s Board of Trustees (Board) and one (1) seat for the Assembly’s President open for election. The term for the all three (3) positions is two (2) years. Please refer to the attachment regarding candidate considerations when running for a position on the Board or as the Assembly President.

- If you are interested in running for one of the two Board of Trustees seats, please complete the applicable attached documents with the signatures of 20 King Farm Citizens in good standing.
- If you are interested in running for the Assembly President, please complete the applicable attached documents with the signatures of 25 King Farm Citizens in good standing.

Please refer to the attached Candidacy Requirements and Election Procedures for a definition of the phrase “in good standing”. Write your candidacy “Statement of Purpose” using no more than one typed page, double spaced, using 12-point font or larger. Your submission will be mailed as submitted. **A completed Petition for Candidacy Form, including necessary signatures, must be returned to the Assembly’s office no later than 3:00 pm Wednesday, February 26, 2020.**

All Titleholders of single-family homes, townhomes, and condominium units, as shown on the Assembly's records, are automatically registered. All other persons, including tenants and other occupants of a King Farm residence who are not the record owners of the residence, must complete a Citizen Registration Form in order to register as Citizens with the Assembly and participate in the Assembly elections. Persons who are in doubt as to whether they are listed with the Assembly as the record titleholder of a residence should verify with the Management Office. **Non-registered King Farm residents who would like to vote in the Sunday, April 26, 2020 election must complete and return the form to the Management Office at 300 Saddle Ridge Circle, Rockville, MD 20850 by 12 pm, Friday, April 3, 2020.** The Citizen Registration form is included, or it can be picked up at the Assembly office or by downloading the form from [www.kingfarm.org](http://www.kingfarm.org).

If you have any questions, please email Management at management@kingfarm.org or call 301-987-0122.

**Please note:** The Assembly is utilizing electronic voting through a 3rd party vendor: Vote HOA Now. Titleholders with their names listed in the Assembly records will automatically receive a unique registration code via email and/or on a postcard via USPS mail to vote electronically. Registration codes will be generated for Citizens who register by Friday, April 3, 2020. Please add the domain @votehoanow.com as an approved domain so emails are not sent to the spam folder.

If you have any questions, please email management@kingfarm.org or call the management office.

Sincerely,

Brandi Ruff, CMCA® AMS® PCAM®
General Manager

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CANDIDACY REQUIREMENTS AND ELECTION PROCEDURES

Date of Election: Sunday, April 26, 2020

Officers Being Elected: Two (2) Seats on the Board of Trustees and One (1) Seat as KFCA President

Voter Eligibility: King Farm Titleholders and Citizens who are eighteen years or over, have no financial delinquencies over 30 days, and are registered with the Assembly are qualified voters and may vote. All titleholders of houses, townhouse & condominium units, as shown on the Assembly's records, are automatically registered to vote. All other persons, including tenants and other occupants of a King Farm residence who are not the record owners of the residence, must complete a Citizen Registration Form in order to register as Citizens with the Assembly and to vote in Assembly elections. Registration forms can be picked up at the Assembly office or by downloading the Registration form from www.kingfarm.org. All registration forms are due by 12 pm Friday, April 3, 2020 in order to participate in the 2020 Election.

Candidacy Eligibility: King Farm Citizens who are eighteen years or over, have no financial delinquencies over 30 days, and are registered with the Assembly may be a candidate for the election.

Candidacy Deadline: Petitions for Candidacy with valid signatures from King Farm Citizens (20 signatures for Board positions and 25 for President position) along with a Statement of Purpose must be received by the Management Office electronically, hand delivered, or via USPS mail no later than 3:00 pm Wednesday, February 26, 2020. Lack of the necessary number of valid signatures will result in an invalid candidacy petition.

Statement of Purpose/Ballots Mail-In Ballots with the Statement of Purpose letters will be mailed on or around March 27, 2020. All completed mail-in ballots must be received by mail or hand delivered to the Assembly office no later than 2pm Sunday, April 26, 2020. Any ballot received by a Titleholder or Citizen with outstanding fees or fines due to the Assembly after March 26, 2020 will not be counted.

Electronic Voting: Electronic voting will open on or around April 6, 2020 and close at 11:29 pm April 23, 2020. You will need a registration code to vote electronically. Registration codes will be emailed to the email addresses on file and mailed via postcard to the address on file. If you are registered to vote, but have not received a registration code, contact the Management Office at 301-987-0122.

Candidates Forum: If necessary, a candidate’s forum will be held on Wednesday, April 15, 2020 7:30 pm in the Saddle Ridge Community Building.

Election Day/Annual Meeting Election Day and Annual Meeting is Sunday, April 26, 2020. Polls will be open from 10:00 am to 2:00 pm at the Community Center. The Assembly’s Annual Meeting will start at 2:00 pm during which the election winners will be announced and installed.
Petition for Candidacy

King Farm Citizens Assembly Board of Trustees and President of the King Farm Citizens Assembly

On Sunday, April 26, 2020 at 2:00 pm, the Assembly will hold its Annual Meeting to elect two (2) Citizens to the Board of Trustees of the Assembly and one (1) Citizen as the Assembly President. The elections will take place at the Saddle Ridge Community Center, 300 Saddle Ridge Circle, Rockville, MD 20850.

All candidates for Board of Trustees positions must complete the Petition for Candidacy signed by at least 20 Qualified Citizens. All candidates for the Assembly President position must complete the Petition for Candidacy signed by at least 25 Qualified Citizens. Citizens (who are not Titleholders) must register by completing the Registration Form and returning it to the Management Office no later than 12:00 pm Friday, April 3, 2020. Registration forms may be downloaded from www.kingfarm.org or by contacting the Management Office at (301) 987-0122.

THIS COMPLETED PETITION FOR CANDIDACY, INCLUDING THE NECESSARY SIGNATURES AS INDICATED ABOVE, MUST BE RETURNED TO THE MANAGEMENT OFFICE NO LATER THAN WEDNESDAY, FEBRUARY 26, 2020 AT 3:00 PM. EACH CANDIDATE MAY DESIGNATE ONE OF THEIR QUALIFIED VOTERS AS AN ELECTION MONITOR. IF YOU DO NOT HAVE AN ELECTION MONITOR PRESENT AT VOTE COUNTING, THIS MAY FORFEIT YOUR ABILITY TO CHALLENGE THE ELECTION RESULTS.

I. Office Candidacy: TRUSTEE OR PRESIDENT (circle one)

II. Candidate Information

Name: ________________________________

Address: ________________________________

Phone: (Day) _______________ (Evening) _______________

Email: ________________________________

III. Statement of Purpose

Please attach a “Statement of Purpose” that will be mailed to all King Farm residents. Your statement may be no longer than one 8 ½ X 11 sheet, double space typed, and must use a font 12 point or larger.

IV. Candidate Certification

I hereby submit my candidacy for a position as an elected member with the King Farm Citizens Assembly. The election will be held on April 26, 2020 at 2:00 pm. I am a Citizen of King Farm in good standing and at least 18 years old. Subject to validation of this Petition for Candidacy, I authorize the Board of Trustees, their designated representative(s), and/or the Elections Committee to place my name on the ballot and to include the information in my Petition for Candidacy in a mailing to King Farm Titleholders and Citizens. I agree to participate in the Candidates Forum (if held) on Wednesday, April 15, 2020 at 7:30 pm. I certify that all information that I have submitted is true and correct.

__________________________  ______________________
Signature                  Date

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V. Nominating Signatures

A valid petition for the Board of Trustees must contain at least **twenty (20) Qualified Citizens** (President requires at least **twenty-five (25) qualified Citizens**). Qualified voters are (i) at least 18 years of age, (ii) registered with the Assembly as Qualified Voters, and (iii) in good standing with the Assembly. To be in good standing, a Qualified Voter must be current (within 30 days) in the payment of all applicable Assembly assessments or fines. It is recommended that you obtain more than the necessary number of signatures in case one is not in good standing with the Assembly.

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** Minimum for Trustee position is 20 signatures and minimum for President is 25 signatures (copy sheet for additional signatures)
If interested in the position and would like more information, contact the Management Office at management@kingfarm.org or call 301-987-0122.

Eligibility –

Candidates for election must be Citizens in good standing. As defined in the King Farm Charter, “Citizen means and refers to any natural person, age eighteen or older, who takes up residence in King Farm within areas subjected to this Community Charter by a Declaration of Annexation, and notice of whose residency has been given to the Assembly in writing.” Good standing refers to having no financial delinquencies over 30 days.

“Candidates for election to the Board of Trustees must be Citizens in good standing and shall submit…a petition for candidacy, signed by at least twenty (20) Citizens in good standing.”

Time Commitment –

Term: The two Board of Trustees positions are both for a term of two (2) years. While unexpected life events occur, it is best to not apply for this position if you know that you will not be able to hold the position for the complete two (2) year term.

The individual must also have email access with the ability to check and respond to emails in a timely manner, must have time to read documents and other materials prior to each Board meeting (this may take 1 - 2 hours) and be prepared to vote on matters before the Board, and must be able to attend Board of Trustee Meetings (which can last 2 - 3 hours) which are typically held on the 3rd Wednesday of the month at 7:30 pm and other meetings as needed. All new Board members are required to take a mandatory course sponsored by the Montgomery County Commission of Common Ownership Communities (CCOC) within 90 days of being elected.

Responsibilities –

In order to be effective in this role, the Board (every member) must remember its fiduciary duty. This means that the Board (and individual members) should act with the best interest of the corporation (i.e. the community) first. Personal interests to oneself or specific individuals or groups should not take precedence over the whole. The Board of Trustees primary responsibility is to provide policy administration, governance, and oversight over the Assembly affairs. The Board of Trustees is essentially the legislative branch of the Assembly. The Board enacts “…provisions establishing rules of conduct for the use, maintenance, and appearance of Real Property…” and establishes rules for the Assembly.

Additional information about the duties of the Board of Trustees can be found in the King Farm Community Charter and the Bylaws of the King Farm Citizens Assembly.

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King Farm Citizens Assembly (KFCA)
President
Candidate Considerations

If interested in the position and would like more information, contact the Management Office at management@kingfarm.org or call 301-987-0122.

Eligibility -

Candidates for election must be Citizens in good standing. As defined in the King Farm Charter, “Citizen means and refers to any natural person, age eighteen or older, who takes up residence in King Farm within areas subjected to this Community Charter by a Declaration of Annexation, and notice of whose residency has been given to the Assembly in writing.” Good standing refers to having no financial delinquencies over 30 days.

“In order to stand for election as President, a person shall be a Citizen in good standing, and shall first secure a petition for candidacy, signed by twenty-five (25) Citizens in good standing.”

Time Commitment –
Term: This President position is held for two (2) years. While unexpected life events occur, it is best to not apply for this position if you know that you will not be able to hold the position for the complete two (2) year term.

In order to be effective in this role, the individual must be accessible during business normal hours via phone and email, must have email access with the ability to check and respond to emails daily, must have time to read documents and other materials, must have time to walk and/or drive the community, must have the ability to come to the Management Office on occasion, and must be able to attend Board of Trustee Meetings (which can last 3 hours) which are typically held on the 3rd Wednesday of the month at 7:30 pm.

Responsibilities –
As chief executive, the community President has oversight responsibilities of the day to day operations which are administered under the direction and supervision of the Community Manager (General Manager). The President is responsible for appointing (with the concurrence of the Board of Trustees): Community Manager, legal counsel, the Community Architect, and members of committees. The President works closely with the General Manager to assess professional staffing requirements and subsequently assists in the hiring process, as appropriate.

The President also gives input on policy to the Board of Trustees and the point person when interfacing with external entities (primarily the City) to explain the position and interests of the community.

Additional information about the duties of the Board of Trustees can be found in the King Farm Community Charter and the Bylaws of the King Farm Citizens Assembly.
REQUIREMENTS TO VOTE IN THE ASSEMBLY’S ELECTION

All King Farm Titleholders and Citizens who are eighteen years or over, have no financial delinquencies over 30 days, and are registered with the Assembly are qualified voters and may vote.

All titleholders of single-family homes, townhomes, and condominium units, as shown on the Assembly’s records, are automatically registered.

All other persons who wish to vote, including tenants and other occupants of a King Farm residence who are not listed with the Assembly as the owner(s) of record, are required to complete a Citizen Registration Form* in order to register as Citizens with the Assembly and to vote in Assembly elections. Registration forms are due by Friday, April 3, 2020 at 12:00 pm.

If you are NOT a Titleholder registered with the Assembly and have not registered by the deadline, you are not permitted to vote in the election.

*Management will verify proof of residency  *Document is double sided
The King Farm Citizens Assembly, Inc. (the "Assembly") is the residential community association for King Farm. All residents of King Farm 18 and older who are registered with the Assembly are afforded the rights of "Citizens" under the Assembly's governing documents, including the right to vote for Citizen members of the Assembly's Board of Trustees.

All resident titleholders of houses and condominium units, as shown on the Assembly's records, are automatically registered as Citizens. All other persons, including tenants and other occupants of a King Farm residence who are not the record owners of the residence, must complete a Citizen Registration Form annually in order to register as Citizens with the Assembly and participate in the Assembly elections. Persons who are in doubt as to whether they are listed with the Assembly as a registered voter or the record titleholder of a residence should complete the Citizen Registration form. Non-registered King Farm residents who would like to vote in the April 26, 2020 election must complete and return the form to the Management Office at 300 Saddle Ridge Circle, Rockville, MD 20850 by 5pm, Friday, April 3, 2020.

This Citizen Registration Form may be used to register up to three (3) occupants of a residence who are 18 or older. Use an additional Citizen Registration Form to register additional occupants.

Address of King Farm Residence: __________________________
Phone Number: (_____ __________________________
Date: __________________________
Email: __________________________

By signing below, each Registrant acknowledges to the Assembly that they are 18 years of age or older and reside at the above King Farm address. Proof of residency required and will be verified.

Name(s) of Registrants:

1. __________________________________________ Are you the owner/co- owner: ☐ Yes ☐ No
   Signature __________________________________________
   Tenant: ☐ Yes ☐ No
   Email: __________________________
   Print Name __________________________________________

2. __________________________________________ Are you the owner/co- owner: ☐ Yes ☐ No
   Signature __________________________________________
   Tenant: ☐ Yes ☐ No
   Email: __________________________
   Print Name __________________________________________

3. __________________________________________ Are you the owner/co- owner: ☐ Yes ☐ No
   Signature __________________________________________
   Tenant: ☐ Yes ☐ No
   Email: __________________________
   Print Name __________________________________________

Return completed Citizen Registration Form to the King Farm Management Office located in the King Farm Community Center at 300 Saddle Ridge Circle, Rockville, Maryland 20850. Please contact the Management Office at (301) 987-0122 for additional information.

*Document is double sided