



Scott Gray  
Robert Guest  
Jerry W. Tidwell  
Jose Noriega  
Candice Hughes  
Abigail Spain  
Elizabeth D. Alvarez  
Dan Morenoff  
Brandon Schwarzentraub

June 3, 2022

Dear Skillman Avenue Members;

My name is Elizabeth Alvarez, and I am an election attorney with Guest & Gray, P.C., and a life-long member of the Church of Christ. We have been retained to facilitate the upcoming Skillman Church of Christ vote on joining with The Hills. For this vote, there are two ways to cast your ballot: by mail to be received on or before Friday June 10th, 2022; or in person on June 12th, 2022. The ballots will all be counted together by myself and various other attorneys and staff of Guest & Gray on site at the voting location on June 12th, 2022, just following the in person vote together with those ballots. The results will be known the same day. Now let me walk you through how each of these processes will work.

First, let's go over mail in voting. Because your bylaws allow it, and the elders wished to make sure every eligible voter had every opportunity to make their vote count, the elders of Skillman authorized voting by mail for this election. And, rather than create a process where each person had to fill out a form to request a ballot, we are sending each member who is eligible to vote a ballot as part of a ballot by mail packet. Each packet contains one (1) large envelope, which is addressed to the voter via a label, and addressed via a label as from Guest & Gray. Each voter gets their own packet, even if there are two people in the household (or more) which are voting. Each packet contains the following documents:

- 1) a set of instructions;
- 2) a ballot;
- 3) a small envelope labeled "Secrecy Envelope,";
- 4) and another large envelope pre-addressed to Guest & Gray, with a pre-addressed label showing it to be from the voter.

We are tracking each ballot as it goes out, and each ballot as it comes in, and we will notify you when we receive your ballot. All received ballots will be catalogued and stored, pending check-in on June 12th for the in-person vote. The ballot envelopes will not be opened until June the 12th.

This brings me to a brief overview of the process on June the 12th. First, two hours before the meeting begins, we will open a credentialing table near the entrance to the Main Auditorium at Skillman church where every person who is present and eligible to vote can check-in. You'll need to present some form of ID so that we can check you in. Once we have located you on the check-in sheet, we will then examine the returned ballots by mail to see if you have returned yours. If you have returned yours, you will be able to choose if you want to sign a form canceling the mail-in votes so you can vote in person or end the credentialing process so that your ballot by mail may be counted. If you choose to cancel your ballot by mail, or you did not return one, we will then proceed to provide you with a coded name tag to serve as a credential that entitles you to vote in the election. You will then be shown into the room where the vote will take place. This room will have been set up previous to check-in to have two separate seating areas: one area in the front for people who can vote, and one in the back of the room for people who are just observing in the gallery, but not voting.

Once the check-in process has been completed, approximately half an hour before the meeting starts, we will close down the credentialing table to complete several sets of paperwork to document different processes of the election. Then, when it is time to vote, we will make our way to the front of the room and give detailed instructions about how the vote in person will happen. We will then call roll one final time, and the final roll call will determine the total number of votes eligible to be cast. That means that abstentions can have a negative impact on the vote. So, as noted above, you can sit or stand in the back of the room if you just want to observe, but not vote.

Then, we will distribute the ballots, and collect them when you are all done marking your choice. Your ballot will be on colored paper and numbered, but otherwise will match the ballots we sent out by mail. Once we have collected these secret ballots, and confirmed there are the same number of ballots in our hands as we distributed, we will tally those votes on pre-created tally sheets. We will also at that time open the secrecy envelopes of the accepted ballots by mail, remove the ballots contained therein, and tally those votes as well on pre-created tally sheets. Then we will combine the totals and announce the results. This entire process is eligible to be watched by observers appointed by each side and credentialed before the meeting.

More detailed guidance and instructions will be provided to you on June the 12th, but it is important to keep in mind that your ballot is a secret ballot, and the process is designed so that if directions are followed, your vote will be a secret even from us. This way you should all feel comfortable to vote the way you want, knowing that your vote is your own.

Sincerely,

Elizabeth Alvarez