## ANNOUNCEMENT: from the TRLA 2024 Elections Committee - May 18, 2024

## \*\* Attention: Electronic Submission (via Email) is now available

# Due Dates for Submitting Mail-In Proxies & Ballots - via USPS & via Email - as follows:

#### via USPS

## Must be Received via post no later than Friday, May 24th.

### via Electronic Submission (Email) - see instructions below

## Must be Received via email no later than 9 PM, Friday, May 24th.

# However, Earlier is helpful. It would be most helpful if we could receive your submissions by <u>10AM, Thursday May 23rd</u>

## Instructions for Submitting Proxies & Ballots via Email

If you received your Mailing Packet and wish to submit your Votes & Quorum Proxy forms via email, you may now do so by following these instructions:

- 1. Use the forms you received in your 2024 Mailing Packet for the Annual and the Special Meetings to be held on May 25th.
- 2. Completely fill out your Proxy form (Blue Sheet); Sign, print name, & date, where indicated;
- 3. Completely fill out your Ballot form (Yellow Sheet), including Unit, Block, Lot section;
- 4. Electronically Scan both completed forms, Proxy form (Blue) and Ballot form (Yellow);
- 5. Create an email, and attach the scans of the 2 completed forms.
- 6. Address your email to:

## trla.votes.proxies@gmail.com

- 7. And Send.
- 8. You should receive a confirmation of receipt within a few hours.
- 9. If you do not receive a confirmation within a few hours, please contact the Elections Committee. See below for contact information.

<u>Any Questions</u>, please contact the 2024 Elections Committee at: <u>trla.ec.info@gmail.com</u>; Or, Call the Elections Committee chairperson, Gaya O'Neall Deák, at <u>818-577-7363</u>.