

COMPTON VILLAGE HOMEOWNERS ASSOCIATION

INSTRUCTIONS FOR PROXIES

1. **USE THE PROXY ONLY IF YOU DO NOT WISH TO VOTE IN PERSON OR CANNOT ATTEND THE MEETING.**

You may assign your proxy:

- a. To the candidate of your choice.
- b. To a neighbor who will attend the meeting and vote on your behalf.
- c. To the Board of Directors to vote as you have directed on the Proxy
- d. To the Board of Directors for the purpose of establishing a quorum only. (No right to vote on issues before the board.)

You may fill out your proxy form and return it to the HOA office. (Use our drop box after hours.)

2. **The proxy may be revoked only by direct notice to the President of the Association, or the presiding officer at the meeting.**

3. Print your name and address.

4. Print the name of the person you wish to designate as your proxy.

5. If you wish to issue a **directed proxy**, indicate the name(s) of the candidate(s) for whom you wish to vote and / or how you wish your proxy to vote on particular issues announced prior to the meeting.

6. If you wish to assign some particular person to act as your **proxy**, check that box on the proxy form and fill in the name of that person. (This person then votes as she sees fit with your proxy.)

7. If you wish to submit the proxy for the purpose of establishing a **quorum** only, check that box. (There must be a quorum of the homeowners in order to hold the meeting. Even if you can't attend the meeting and don't wish to vote on the issues before the Board, please submit this choice so that the meeting can go forward.)

8. **Each member may vote in person or by proxy.** In order to be valid, any proxy shall be in writing and filed with the secretary or other officer of the association entitled to tabulate votes. Every proxy shall be revocable and on the form provided by the association. No proxy shall be valid for a period in excess of eleven (11) months from the date of the signature of the members(s) granting proxy authority. A proxy may be **DIRECTED** (directing the person to whom the proxy has been granted on how to vote), **GENERAL** (allowing the person to whom the proxy has been granted to vote as such person desires), or **QUORUM** (for purposes of establishing a quorum only and not to cast a vote on any issue to be voted upon by the membership.). No member may hold more than five proxies for any Association vote; provided however that any member of the Board of Directors may vote more than five proxies so long as such proxies are **DIRECTED**. The proxy must be filed with the Secretary before the commencement of the meeting at 7:30 PM on Wednesday, November 29, 2017. Someone will be available to accept the proxies during the registration period (7:00 to 7:30 PM); however, if possible, please mail, hand deliver, or e-mail (comptonvillage@verizon.net) the proxy to the Compton Village Homeowners Association at 14401 Compton Village Drive, Centreville, VA 20121 to arrive no later than 12:00 PM November 29, 2017.

9. Send a copy of the proxy form to the person you have chosen to designate as your proxy.

COMPTON VILLAGE HOMEOWNERS ASSOCIATION

PROXY FORM

(I) (We) _____ and _____
(Print Owner's Name) (Print Owner's Name)

Owner's Address

Under the provisions of Section 4.4 of the Bylaws, hereby grant(s) (MY) (OUR) proxy as follows for the annual meeting of members on November 29, 2017 \ or any subsequent meeting called due to a failure to obtain a quorum at the first attempt to hold the meeting.

Check only one box

Directed Proxy – I hereby designate the Secretary of the Board of Directors as my proxy to vote on my behalf for the following candidates:

1. _____ 2. _____

3. _____ 4. _____

General Proxy – I hereby designate _____ as my proxy for the purpose of voting on my behalf for the election and any issues to be voted on by the membership.

Quorum Proxy – I hereby designate the Secretary of the Board of Directors as my proxy for purposes of establishing a quorum only and not to cast a vote on any issue to be voted on by the membership.

(Owner's signature)

(Date)

(Owner's signature)

(Date)

Proxies must be signed by all owners of record.