

Instructions for Completing the HOA Annual Meeting Proxy

Individuals Needed

- Homeowner(s)
- Proxy Designee
- Witness

Instructions

1. The homeowner(s) complete the form (see sample proxy for details).
 - Space 1: Names of homeowner(s) – all legal owners should be listed.
 - Space 2: Address of homeowner(s)
 - Space 3: Proxy name
 - Space 4: Proxy address
2. The homeowner(s) should sign and print name. If there is only one homeowner, please check the box if not applicable.
3. The proxy should sign and print name.
4. The witness should sign, print name and address.
5. If desired, make copies for the homeowner(s) and the proxy.
6. The proxy should **bring the completed form to the annual meeting.**

HOMEOWNER PROXY

STERLING HILLS HOMEOWNERS ASSOCIATION

_____, the undersigned Homeowner(s)
(the "Homeowner"), of _____, is
entitled to vote at any special or annual meeting of Sterling Hills Homeowners Association.

The undersigned designate(s) and appoint(s) _____
(the "Proxy") of _____, as the Proxy
for the Homeowner.

By this designation of proxy, the Proxy may attend and represent the Homeowner with the full power to vote and act for the Homeowner in the same manner, to the extent and with the same effect as if the Homeowner were personally present.

This designation revokes any prior designation of proxy that the Homeowner may have given previously with respect to the Homeowner's ownership interest in Sterling Hills Homeowners Association.

This designation of proxy shall be effective for the Annual Meeting of the Sterling Hills Homeowners Association to be held on July 18, 2018, at 7 p.m., and at all adjournments of such meeting.

The Proxy shall have the full power, as the Homeowner's substitute, to represent the Homeowner and vote on all issues and motions that are properly presented at the meeting(s) for which this designation of proxy is effective. The Proxy shall have the authority to vote entirely at the discretion of the Proxy.

Date of Signing: _____

HOMEOWNER #1:

Signature

Printed Name

HOMEOWNER #2:

Check box if not applicable.

Signature

Printed Name

PROXY DESIGNEE

Signature

Printed Name

WITNESS:

Signature

Printed Name