

# How To Use:

## Secret Ballot

## Proxy

**IRREVOCABLE SECRET BALLOT ANNUAL MEETING - HOMEOWNERS ASSOCIATION**  
03/19/2009

I am a member of the above-named association, and I have voted for the candidates as designated below. Checkmark requirements for this election are 50% of your membership represented (542 of 650 homes), unless in person or by proxy.

**I AM CASTING MY VOTE FOR CANDIDATES:**  
VOTING INSTRUCTIONS: Each unit has one (1) vote. You may cast all One (1) for one candidate or split your vote between candidates. If your total number of votes is more than One (1), your ballot will be void to establish quorum only. Please fill in the bubble completely to distribute your votes (NOT 2's or 's).

Number of votes: 1 2 3 4 5 6 7 8 9

1 first and last name: ○○○○○○○○○○  
1 first and last name: ○○○○○○○○○○  
1 first and last name: ○○○○○○○○○○

If you fail to vote for any candidates, this ballot will be counted for quorum purposes only. This ballot is valid for voting on the matters set forth herein at the annual meeting or any adjournments (recessed meetings) of the annual meeting. This ballot is valid only for this meeting and any adjournment.

**APPROVAL OF ANNUAL MINUTES**  
I Approve the minutes from last year's Annual Meeting:  
I Abstain from any vote pertaining to last year's Annual Meeting.

**IRS REVENUE RULING 79-484 ELECTION**  
Homeowners associations generally have two alternatives when filing their respective Federal Income Tax returns. Although there are many different factors that can affect the final determination of which return shall be filed, IRS Revenue Ruling 79-484 is one factor that allows for homeowners associations to include not membership operating profits from locations (as defined in certain membership operating revenues from membership operating expenses). Under this ruling, owner approval must be obtained to apply any excess membership income for the year to the following (or subsequent) year's budget requirements. Failure to approve the revenue ruling limits the tax filing options available to the association.

**IRS REVENUE RULING 79-484**  
YES  
NO  
ABSTAIN  
CHECK ONE BOX

Do not sign or otherwise indicate your name or address on this secret ballot.  
If you do, you have waived your right to confidentiality for this election.



**Proxy Instructions**

- Proxy is for the purpose of appointing another person to attend the meeting for you in the event that you might not be able to attend. The designated voter of the unit must sign it.
- The Proxy should be submitted to the Association Secretary prior to the scheduled time of the meeting pending to voter. It may be mailed to:  
Your Management Company  
123 Management Street  
Anytown, CA 12345
- If you appoint someone as your proxy and later decide you will be able to attend the meeting in person, you may withdraw your proxy when you register at the meeting.

**Your Association INC.**  
**PROXY**  
**Annual Members Meeting**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned hereby appoints the Secretary of the Association, or \_\_\_\_\_, which the power of substitution for and in the name, place, and stead of the undersigned, to appear and represent the undersigned at the Annual Members Meeting of the Association to be held on Tuesday, March 24th, Year at 7:00PM at the Association Club House, 123 Management Street, Anytown, CA 12345, and any adjournment thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

Unit Address \_\_\_\_\_

DESIGNATED VOTER'S SIGNATURE (UNIT OWNER)  
\_\_\_\_\_

NOTE: In no event shall the proxy be valid for a period longer than 90 days after the date of the first meeting for which it was given. There are no limitations on attendance operations only. Under the association documents and open door law, voting proxies are no longer allowed or necessary for this meeting. In order to insure all attendance matters, it is necessary to complete the Attendance Proxy if you cannot attend the Membership Meeting. If we do not establish a proxy, we will have to meet the entire quorum of another meeting to all members. Proxies must be received no later than the time of the meeting when called or unless on March 24th, Year at 7:00PM.

**SUBSTITUTION OF PROXY**  
**TO BE SIGNED BY PROXY HOLDER ONLY (NOT OWNER)**  
The undersigned, appointed as proxy above, does hereby designate:  
(NAME) \_\_\_\_\_ to substitute for me in the proxy set forth above.  
DATED: \_\_\_\_\_ PROXY SIGNATURE \_\_\_\_\_

**BALLOT ONLY**

- Please place **ONLY** the Completed Yellow Ballot in this Envelope.
- Please **DO NOT** sign Ballot.
- Please **DO NOT** sign this envelope.
- Seal this envelope once the Yellow Ballot is inserted.
- Please place this Yellow Ballot Envelope into the Return Window Envelope

John Florida  
June Florida  
123 Any Street  
St Petersburg FL 33701

**Insert this portion into your Return Envelope with your completed Proxy.**

PROXY ENCLOSED  
Optimal Condominium Association, Inc.  
c/o Inspector of Elections  
300 Ocean Street  
St Petersburg FL 33701

John Florida  
June Florida  
123 Any Street  
St Petersburg FL 33701

**Insert this portion into your Return Envelope with your completed Yellow Ballot. Please Sign the Outside of the Envelope!**

BALLOT ENCLOSED  
Optimal Condominium Association, Inc.  
c/o Inspector of Elections  
300 Ocean Street  
St Petersburg FL 33701

PLACE STAMP HERE

PLACE STAMP HERE

Print Name \_\_\_\_\_

Print Address \_\_\_\_\_

Print City, State, Zip \_\_\_\_\_

Print Account Number \_\_\_\_\_

Signature required in order for ballot to be counted.

PLACE STAMP HERE



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