

**HUNTERS GREEN CLUSTER HOMEOWNERS ASSOCIATION, INC. -  
Voting Instructions**

Lot owners may cast one vote per lot by following the instructions below:

- (1) **Annual Meeting Paper Proxy Form:** By filling out and signing the Annual Meeting Proxy Paper Form and ballot form. This form can be submitted in person, by first class mail or by sending a PDF copy of the form via email. The addresses for submission can be found on the proxy form.
  
- (2) **In Person:** A lot owner may submit a completed proxy form in person at the annual membership meeting, if not held virtually. If held virtually, a completed form may be hand delivered to a designated officer of the Board prior to the voting deadline.

**Appointing a Proxy:** Any member in good standing can be appointed a proxy, but the proxy member must attend the annual meeting for the proxy to be valid; or you may appoint the HGCA Secretary as your default proxy. If a specific individual is not named as proxy, the default proxy of Board Secretary will be assumed. If the specific person named as proxy does not attend the meeting, the default proxy of Board Secretary will cast your vote as instructed, unless you opt out of this option on the proxy form.

See the following page for a Sample Proxy Ballot Form

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# THIS IS A SAMPLE

## HUNTERS GREEN CLUSTER HOMEOWNERS ASSOCIATION, INC.

### 2020 Annual Meeting Proxy

December 1, 2020

This proxy is granted for the limited purpose and duration of the Annual Meeting of Hunters Green Cluster Homeowners Association scheduled for 7:30 p.m. on December 1, 2020. This will be a virtual meeting. The purpose of the Annual Meeting is to elect two Director(s) to the Board of Directors and to approve the proposed 2021 annual budget.

Under the provisions of the Bylaws, the Virginia Nonstock Act and Policy Resolution 20-02, I/We \_\_\_\_\_ (name) Owner(s) of \_\_\_\_\_ (property address), hereby authorize and designate for the Annual Meeting of the Association to be held on December 1, 2020 at 7:30 p.m., or any adjournment thereof should the Annual Meeting be recessed or adjourned, the following named person to serve as my/our proxy:

\_\_\_\_\_  
*(Enter the name of the person you wish to act on your behalf at the Annual Meeting. This person must be a member in good standing and must attend the Annual Meeting. If left blank, you will be deemed to have appointed the Secretary of the Association as your proxy. If the person named above does not attend the annual meeting, the Secretary of the Association will automatically be deemed your proxy and will cast your vote as instructed UNLESS you opt out below:*

- If the proxy named above does not attend the annual meeting, I **do not** want the Secretary of the Association to cast my vote

**Check only Box #1 or Box #2.** If you select more than one box or fail to select any box, your proxy will be counted for quorum purposes only.

**Box #1 - Quorum Purposes Only.** By selecting Box #1, this proxy will be counted for quorum purposes only and no person may cast my/our vote at the Annual Meeting for the Election of Directors or for approval or disapproval of the proposed 2021 annual budget.

**OR**

**Box #2 - Quorum and Instructed Proxy.** By selecting Box #2, this proxy will be counted for purposes of quorum and the person named in this proxy must cast my/our vote at the Annual Meeting as I/we direct below.

**PLEASE COMPLETE PROXY ON REVERSE SIDE**

# THIS IS A SAMPLE

## Election of Directors:

The person named in this proxy must cast my/our vote for the candidate(s) selected below. Selecting more than two (2) candidate will invalidate your vote and your proxy will only count towards quorum.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Approval of Budget:

The person named in this proxy must cast my/our vote  FOR  AGAINST approval of the proposed 2021 annual budget.

This proxy may be revoked by actual notice by one of the undersigned Owners to the officer presiding over the meeting prior to the closing of the polls.

**The proxy must be signed by at least one Owner of record and must be received by noon on Dec. 1, 2020. Please print legibly.**

Please submit completed proxy to:  
Hunters Green Cluster Homeowners Association as indicated:

**Mail or Hand Delivery:** Reed Skaggs, 11782 Indian Ridge Rd. (Board President)

**Email:** [HGCAevote@gmail.com](mailto:HGCAevote@gmail.com) (Must be in PDF format)

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

**\*\*THIS FORM MUST BE SIGNED AND RECEIVED BY NOON ON THE DAY OF THE ANNUAL MEETING, DECEMBER 1, 2020**