



HOW THE SMSA MEETING PROXY WORKS

In the event that you cannot attend the SMSA Annual Meeting, you may ask someone that will be in attendance to act as your Proxy. Your presence through your Proxy will then be counted toward a quorum for the meeting and you may allow your Proxy to vote either...

- as he/she wishes,
- as you trust them to vote as you have verbally asked them to, or
- exactly as you have specified on your Proxy form.

The form lists issues that are expected to be voted upon, such as approval of the previous year's meeting minutes, the annual budget, and Board nominations. You may circle any that you wish to specify your vote, or leave them blank allowing your Proxy to decide. Additional issues may come up that are not listed on the form. In that case, your Proxy may vote as he/she wishes unless you indicate you want to allow the Board to vote on those issues. You may also write in added details, such as -Budget – “only if Assessments remain the same” = YES.

We send out your proxy form with a Self-Addressed Stamped return envelope for your convenience. The form must be received by the date indicated on the form.

Your proxy must be a member in good standing (with no outstanding bills over 60 days old) and must attend the meeting. You may decide to attend the meeting after assigning a proxy, and since you will be present to vote on matters, your proxy will be nullified.

The meeting notice is sent at least two weeks before the meeting, along with links to the draft minutes that will be voted on. The website <https://www.sundancemtsouth.org/annualmeetinginfo.html> provides all meeting information and handouts. If you need documents mailed to you, just call 540-339-7510. We try to mail all documents to members that have asked us to use only USPS for correspondence.

We strongly encourage you to attend either in person, through Zoom or phone dial-in to show your interest and support for the Association. However, if you cannot, please provide a Proxy to represent you.

Thank you,

Sundance Mt. South Association

SEE SAMPLE PROXY FORM BELOW

SAMPLE PROXY FORM

[PROXY NUMBER PRE-FILLED]

- In the event that I am present at this meeting, this Proxy will be null and void.
- The proxy of any Owner shall be void if not signed and dated.
- All proxies shall terminate after the meeting held on or after the date of the proxy or any recess or adjournment of that meeting.
- Only Proxies with original stamped numbers mailed to SMSA, POB 628, Timberville, VA 22853-0628 and received by [DATE PRE-FILLED] will be valid. SASE enclosed.

I give my proxy to (Required) , SMSA member in good standing, with

full authority to cast all my votes on my behalf as designated on the issues below and for all other matters requiring a vote at the SMSA meeting of [DATE-LOCATION PREFILLED]. See President's letter for full information.

NOTE: *If you wish to allow your Proxy to vote as they wish or as you have verbally told them to, do not circle any. To ensure your Proxy votes as you wish on any issue, circle those votes.*

| Key Issues to be Voted On | Circle Your Choice for each or leave blank to allow your proxy to choose | |
|--|--|----|
| Approval of Previous Minutes | YES | NO |
| Annual Budget | YES | NO |
| Any other issue | YES | NO |
| (write-in issue) | YES | NO |
| I allow my Proxy to vote on unlisted issues | YES | NO |
| I allow the Board to vote on all unlisted issues | YES | NO |

Make sure that the named Proxy is in good standing, will be attending the meeting, and will abide by your voting instructions!

Homeowner: (Required) _____ Date (Required) _____

Signature

[Member Name – PRE-FILLED]

LOT/S: [#] PRE-FILLED