

## WRIGHT FARM HOMEOWNERS ASSOCIATION

### INSTRUCTIONS FOR PROXIES

1. Print your address and name.
2. If you wish to have your vote cast but will not be present in person, please write the name of your designated proxy holder on the line provided. (Proxy holders may be any member of the Board of Directors, another Lot owner, the Lot owner's mortgagee, or in the case of a non-resident Lot owner, their lessee, and attorney or rental agent. Please keep in mind that the designated proxy holder must be attending the meeting for the proxy to be counted towards quorum.) In the event you do not name a proxy holder as your proxy; the Secretary of the meeting will automatically become your proxy holder.
  - A. If you wish to have your designated proxy holder vote on your behalf with no instruction, please check the box for Uninstructed Proxy.
  - B. If you wish to have your designated proxy holder vote as instructed, please check the box for Instructed Proxy. In the event you do not name a proxy holder as your proxy; the Secretary of the meeting will automatically become your proxy holder.
3. The Bylaws limit the number of proxies that may be voted by all Lot owners except members of the Board of Directors to one. The Board of Directors is not limited in how many proxies they may hold. So, in the event that you are designating a Lot owner as a proxy holder, please check with the person to make sure that he or she is not a proxy for someone else.
4. Sign and date the proxy. (All owners of the property must sign the Proxy Form if a unit has multiple owners.) **The signatures must be witnessed by someone other than the person you have named as your proxy holder. The witness must sign his or her full name and provide his or her address. The witness does not have to be a homeowner in Wright Farm Homeowners Association**
5. Give your proxy to your designated proxy holder or return it to Wright Farm Homeowners Association, c/o CMC, 4840 Westfields Blvd, Suite 300, Chantilly, VA 20151. **Proxies may also be returned via fax to 703/631-9786 or email (scan and send) to akennedy@cmc-management.com. All proxies must be received no later than 5:00 p.m. on Tuesday, December 1st, 2020.**