

PROXY

If you cannot attend the Podickory Point Community Association Meeting on _____, 2006, please complete the Proxy below and present it to an owner member of the Association you know will be in attendance. This Proxy is effective for a maximum period of 30 days, but may be revoked at any time at the pleasure of the property lot owner or owners executing this Proxy. This signed Proxy must be delivered to a Community Association Secretary in accordance with the By-laws stated in the following paragraph.

This Proxy may only be used for purposes of meeting quorums and to vote for matters of Community Association business INCLUDING the election of directors.

In accordance with the By-Laws of the Podickory Point Community Association Article IV, Paragraph 5 stated: A proxy, duly executed by any Member, shall constitute an official vote, if placed on file with the Secretary of the Association at least twenty four (24) hours prior to the time set forth for the meeting for which such proxy is to be used.

(i) We _____ and _____
(Name) (Name)

of _____, being (a)
(Address)

member(s) in good standing of the Podickory Point Community Association, under the provisions of the duly recorded legal instruments governing said Community Association do hereby grant my (our) Proxy to:

_____ of _____
(Name) (Address)

said assigned person having represented himself or herself as being a member in good standing of the Community Association. If this Proxy is not assigned to a named PPCA Member, then it will automatically assign to the President of the Community Association.

This Proxy which is executed for the Meeting scheduled for _____, 2006, and carries with it full right to the Proxy holder to cast his/her vote(s) as he/she sees fit.

(SIGNATURE OF MEMBER)

(SIGNATURE OF PROXY)

(SIGNATURE OF MEMBER)

(DATE)

A Member may download or copy this form electronically and print it at their convenience.

Resolution Process

If authorized in the Bylaws or Declaration to pass rules, your board could approve a new Resolution through the following process:

1. At a board meeting, discuss what you would like a rule/resolution to say and how it will be enforced. Create a draft of the proposed rule. The typical format of a resolution is:

**RESOLUTION OF THE BOARD OF DIRECTORS
OF
(NAME OF ASSOCIATION)
REGARDING
(SUBJECT OF RESOLUTION)**

Whereas (refer to the specific provision in the Declaration or Bylaws that authorize the board to pass rules); and

Whereas (the reason or need for the new rule); and

Whereas (who is affected by the rule, how the rule is going to be enforced, when the rule will be effective, how long the rule will be in effect)

Now, therefore, be it resolved, that (specific rule))

Dated this _____ day of _____ month, 20 _____.

By _____

(Name), Secretary

2. Announce to your members that the board will be considering the proposed rule. Be sure to include in the announcement the date, time and location of the meeting in which the board will vote on the rule, and invite owners to offer their opinion on the proposed rule. It's best that they submit their comments in writing by a certain date. It could happen that an owner with a different perspective on the issue may provide essential insight that could result in a revision to the wording or scope of the rule.
3. At the announced date and time, the board should meet for final discussions among themselves, consider the previously-submitted input from your members, and vote on the rule.

- 4. Some states require that rules be legally recorded before they can be enforced. Check your state statutes and governing documents to determine if such language exists. Even if it doesn't, it's not a bad idea to record the resolution to ensure that all future owners receive a copy of it when title to their home is researched for a resale.**
- 5. Mail the recorded resolution to all owners and lessees, advising them that you will begin enforcing the rule on a certain date at least 30 days from the date of the mailing. Check your documents and state statutes again to determine if the letters must be sent by certified mail.**

Be sure to enforce the rule fairly and consistently.