

Willow Crest Homeowners Association, Inc

PROXY / ABSENTEE BALLOT

I, the undersigned, being the record Owner of the property identified below, hereby revoke any previous proxies and grant to the person identified below (my "Proxy Holder") my revocable Proxy for quorum only or to consent and to vote as specified below, and in all other respects to act on my behalf, as a Member of the Willow Crest Homeowners Association, Inc., at the Annual Meeting scheduled for **Thursday, April 6, 2017**, or as such meeting may be rescheduled, adjourned, or recessed and reconvened.

My Proxy Holder is authorized to consent and to vote in the same manner and to the same extent and with the same effect as if I were personally present at the meeting and voted (except as may otherwise be specified above or on the front of this form).

MARK ONE (1) OF THE THREE (3) OPTIONS BELOW:

OPTION 1: PROXY FOR QUORUM ONLY- NO ONE VOTES FOR ME AND I AM NOT VOTING

I hereby assign my proxy **to establish Quorum only** at the meeting to the President of the Association, or, to the Secretary of the Association if the President is unable to act as my Proxy, for the purpose of establishing Quorum only.

OPTION 2: PROXY TO ASSIGN MY VOTE TO ANOTHER (ALSO COUNTS FOR QUORUM)

I HEREBY DESIGNATE AS MY PROXY HOLDER & GIVE MY PROXY TO VOTE TO: (CHECK ONLY ONE)

President of the Willow Crest Homeowners Association, Inc., or, if the President is unable to act as my Proxy, then to the Secretary of the Association;

OR

To: _____ (Please print individual's full name); or if the person named is absent or unable to act as my Proxy, then to the following individual alternate:

(Alternate Optional): _____

OPTION 3: PROXY FOR QUORUM and I VOTE AS FOLLOWS (NO ONE VOTES FOR ME)

<u>BALLOT TO ELECT THREE (3) MEMBERS TO BOARD OF DIRECTORS</u>	
The Estates Single Family Candidates Vote for One (1)	The Enclaves Townhome Candidates Vote for Two (2)
NO CANDIDATES	<input type="checkbox"/> Eugene Kuperman <input type="checkbox"/> Alan Colbert

SIGN AND DATE - In order for this Proxy/ Absentee Ballot to be valid it must be signed and dated

(Your SIGNATURE -- Owner/Member)

Date Signed

(Your PRINTED NAME -- Owner/Member)

Willow Crest Property Address

Deadline to submit this form is 4:00 p.m., Tuesday, April 4, 2017. (SEE INFORMATION ON REVERSE SIDE)

By signing the front of this proxy/absentee ballot I am confirming that I understand the following:

Where I am present in person and elect to act on my own behalf at said meeting or with respect to a specific act of the Association, such presence or action will supersede and suspend the effectiveness of this proxy.

Where I have given my written proxy to another named person dated later than the date hereof, such subsequent proxy will supersede and suspend the effectiveness of this proxy.

By casting your vote via absentee ballot you will forego the opportunity to consider the vote on any action from the floor on these proposals at the meeting. If you desire to retain the ability to vote on any other proposal or action presented at the meeting, please attend the meeting in person. (You may submit an absentee ballot and later choose to attend any meeting in person in which case the in-person vote will prevail.)

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What is a Proxy?

A proxy is a written and signed document that allows you to authorize a specific person to act on your behalf. Proxies can be used to establish quorum and/or to allow your representative to vote on matters at a duly called meeting of the Association.

If you change your mind and attend the meeting of the Association in person, your proxy will be returned to you at the meeting.

What is Quorum?

Quorum is the number of owners required to be present in person or by proxy in order to elect directors and to conduct the business of the Association. As set forth in the Association’s documents, the Willow Crest Homeowners Association, Inc. requires **33** homes represented in person or by proxy.

What happens if Quorum is not met?

If quorum is not met at a duly called meeting of the Association, the meeting may be reconvened at a later date at an additional expense to the Association. This additional expense is paid by the owners through their assessments and could ultimately affect the amount of the assessment you pay due to the added costs to reconvene.

What is an Absentee Ballot?

Simply put, an absentee ballot is a signed instrument that allows you as the owner to cast your vote at a duly called meeting without attending. An absentee ballot provides an advantage for owners who will not be able to attend the Annual Meeting by allowing them to cast their vote for a selected candidate.

What should I do if I do not understand how to fill out or use the Proxy/Absentee Ballot?

Call CMA. Staff will be available to walk you through the process. Remember, the key to effective use of the proxy/absentee ballot is to return the completed form to CMA by the deadline. You can reach us at 972-943-2850.

What if I change my mind and come to the annual meeting?

If you have filled out your proxy/absentee ballot and have submitted it to the Association and you change your mind and wish to attend the meeting, your proxy/absentee ballot will be returned to you at the meeting, to allow you to vote on matters in person at the meeting.

Remember:

It is very important that you complete and return your Proxy/Absentee Ballot to CMA by the deadline of 4:00 p.m. on Tuesday, April 4, 2017 in one of the ways indicated on the proxy.