



OLD HARBOR PLACE HOMEOWNERS ASSOCIATION, INC.

DESIGNATED VOTER CERTIFICATE

(See reverse side for instructions)

ANNUAL MEMBERS MEETING

March 25, 2026

TO THE SECRETARY OF OLD HARBOR PLACE HOMEOWNERS ASSOCIATION, INC.:

THIS IS TO CERTIFY:

As of this date:

(Month Day, Year)

All owners of record for:

(Property Street Address -- include unit number if the street address is shared)

Have designated:

(Print Name of one Designated Voter - must be an owner of this property)

as their DESIGNATED VOTER to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the governing documents of the Association.

This Certificate is made pursuant to the governing documents of the Association and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

(1) PROPERTY OWNER'S NAME (PRINTED)

(1) PROPERTY OWNER'S SIGNATURE

(2) PROPERTY OWNER'S NAME (PRINTED)

(2) PROPERTY OWNER'S SIGNATURE

(3) PROPERTY OWNER'S NAME (PRINTED)

(3) PROPERTY OWNER'S SIGNATURE

This Certificate is not valid until all owners of record have signed above, including the Designated Voter.

CORPORATE OWNERSHIP ATTESTATION:

If this property is owned by a corporation, this Designated Voting Certificate must be signed by the President or Vice President of the Corporation and attested by the Secretary or Assistant Secretary of the Corporation.

Officer Name (Printed)

Officer Signature

Corporate Title (President or VP)

ATTEST: Secretary Name (Printed)

Secretary Signature

NOTE: This form is not a Proxy and should not be used as such.

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DESIGNATED VOTER CERTIFICATE INSTRUCTIONS

A Designated Voting Certificate is required by your Association for the purpose of establishing who is authorized to vote for a property owned by more than one person (even if husband and wife), or a corporation. A Designated Voting Certificate is not needed if the unit is owned by only one person. Only one owner or corporate officer can be the Designated Voter.

Only the person designated on the Voting Certificate will be authorized to cast the Ballot for the election. This information will remain in effect until a change in the record ownership of the property occurs, or the property owners choose to designate a new Designated Voter.

The Voting Certificate must be submitted to the Association prior to the scheduled time of the meeting. A Voting Certificate is not a Proxy and may not be used as such.

To complete and submit the Designated Voter Certificate:

(Note, do not send with Proxy – 2 return envelopes provided)

1. Complete the date in the appropriate space (Required).
2. Print the property street address in the appropriate space (Required). It is necessary to include unit number if the street address is shared amongst multiple units.
3. Print the name of the Designated Voter in the appropriate space (Required). This must be an owner of record, or corporate office for the corporation that owns the property. If two names are listed in this space, the Certificate is invalid.
4. Have all owners of record sign the document on the provided lines (Required). The Designated Voter also needs to sign the document. All owners of record must sign the Certificate for it to be valid. Note, if the owner of the property is a corporation, only the Corporate Ownership Attestation needs to be signed. If there are more than three owners of record, please make a copy of this form, complete #1 - #3 above on the copy and have the additional owners sign the copy/second page.
5. If the property is owned by a corporation, the Corporate Ownership Attestation needs to be completed by the appropriate officers.
6. Return the Designated Voter Certificate for the Annual Member Meeting by either:
 - a. Having the Designated Voter bring it to the meeting
 - b. Mailing the Certificate: Detach the pink return address slip included on the cover page. Place the pink return address slip and the folded Certificate in the provided return double window envelope. For proper delivery, please be sure the mailing address with pink background is visible through the window.