

OSPREY COVE OWNERS' ASSOCIATION INC.

DESIGNATED VOTER CERTIFICATE

(See reverse side for instructions)

SPECIAL MEMBERS MEETING & ELECTION

May 8, 2018

TO THE SECRETARY OF OSPREY COVE OWNERS 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

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)

\_\_\_\_\_

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 (*except if husband and wife as tenants by the entirety – see #5 below*), or owned by a partnership, trust, corporation, or other legal entity. A Designated Voting Certificate is not needed if the property is owned by only one natural person.

Only one natural person designated on the Voting Certificate as the "Designated Voter" will be authorized to cast the Ballot. This information will remain in effect until a change in the record ownership of the property occurs, or the property owners file a new Voting Certificate with the Association designating a new Designated Voter.

The Voting Certificate must be submitted to the Association prior to or with the ballot. A Voting Certificate is not a Proxy and may not be used as such.

To complete and submit the Designated Voter Certificate:

1. Complete the date in the appropriate space (Required).
2. Print the property street address in the appropriate space (Required). If the Voting Certificate covers more than one property owned by the same owner(s), attach a separate sheet listing the additional properties.
3. Print the name of one natural person to serve as the Designated Voter in the appropriate space (Required). If two names are listed in this space, the Certificate is invalid.
4. Have all owners of record print their names in the blanks provided for property owners names (printed) and sign the Certificate on the lines to the right provided for property owners' signatures (Required). If the Designated Voter is a property owner, the Designated Voter must also sign the document. All owners of record must sign the Certificate for it to be valid. Note, if any property owner of record is a legal entity, please include, in the blank for the property owner's printed name, the printed name and title of an officer, partner, or other authorized signatory. That authorized signatory must sign on behalf of the entity in the property owner's signature blank. If any property owner is a corporation, the Corporate Ownership Attestation at the bottom of the page needs to be signed by the appropriate officers. 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. **The vote of Owners of a Lot in the property owned by more than one natural person, as tenants in common, joint tenants (except a husband and wife who hold title as tenants by the entirety), a partnership, or any other association of natural persons, or by a corporation, a trust or any other entity shall be cast or otherwise exercised, by one natural person designated by the Owners in a Designated Voter Certificate.**
6. Return the Designated Voter Certificate by either:
  - a. Returning it by email to [lfreeman@sentrymgt.com](mailto:lfreeman@sentrymgt.com)
  - 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.