

# Instructions for Completing Proxy/Ballot Fairhills of Canterfield Homeowners Association

The enclosed Proxy/Ballot is for the 2016 Annual Meeting of the Fairhills of Canterfield Homeowners Association. If you are unable to attend the meeting we strongly encourage you to complete the proxy/ballot and mail or fax it to the Management Office if you will not be present the evening of the meeting.

**If you will be present at the Annual Meeting, you do not need to do anything at all. A ballot will be provided to each homeowner at the meeting.**

There are two (2) sections to your Proxy/Ballot. You need only to complete one (1) of the sections.

**Proxy** – Fill this out if you CANNOT attend the meeting and you wish another person to cast your vote. Please complete this portion if you choose to give your vote to another person or the Board of Directors. Simply complete the first (1<sup>st</sup>) paragraph and sign at the bottom. Leave the ballot portion blank.

**Ballot** – Use this section if you wish to cast your ballot in a specific manner but you cannot be present at the meeting. Leave the Proxy portion blank. There are (2) seats up for election, therefore you are allowed up to two (2) votes. Nominations from the floor will be accepted at the meeting. If you wish to write in a candidate, please do so in the designated area on the proxy/ballot.

If the Proxy or Ballot is not completely filled out, it may be voided. Remember to fill in only one section of choice. Please do not forget to date and sign your Proxy/Ballot at the bottom, and mail or fax the complete form to:

CARE Property Management, Inc.  
1985 E. Devon Avenue  
Hanover Park, IL 60133  
630-855-2279/Phone 630-855-6388/Fax Email: karen@careprop.com

CARE Property Management must receive this form no later than 12:00 noon March 22, 2016 so if you to mail your Proxy/Ballot, please allow ample mailing time.