

INSTRUCTIONS FOR COMPLETING PROXY FORM

Each Condominium Family Unit shall be counted only once toward quorum and receive one vote for budget approval and three for this year's open Board positions. If more than one person holds title to a unit, an agreement must be reached as to how the votes will be cast for that unit. An individual owning more than one unit will be counted towards quorum again and will receive an additional vote for the budget and three for the open Board positions, for each unit owned.

HOW DO I VOTE?

YOU MAY VOTE IN PERSON OR BY PROXY

VOTE BY EARLY PROXY: Early proxies were distributed with the recreation card applications this past spring. This proxy was for achieving quorum only and did not include votes for the budget or Directors. If you submitted an early proxy but do not submit the proxy included in this mail-out, or if you do not attend the Annual Meeting, then your early proxy will be used for quorum purposes only.

OR

VOTE IN PERSON: Registration will begin at 6:30pm on the night of the Annual Meeting. Please register upon arrival. The major items to be voted on will be the 2018 budget and the election of three Board Directors.

OR

VOTE BY PROXY: If you cannot attend the meeting, you can vote by using the attached proxy card or by electronic proxy, which can be found on our home page at <http://www.fairlington.org/meadowsindex.htm> Follow the easy instructions.

Proxies must be completed properly and fully in order to be valid. Be sure to include your "Vote Code," which may be found on the agenda sheet.

Instructions for Completing Proxy Card

1. Complete the entire proxy in the name of the owner as recorded on the unit Deed. Include your **Vote Code** on the form where indicated.
2. Your proxy must be witnessed in order to be valid, including signature and address of your witness. Your witness may be anyone of legal age.
3. The proxy is printed on a postage pre-paid postcard. **Mail your proxy as soon as possible but no later than October 6.** To file your proxy after that date, please turn it over to your Court Chair or drop it off at the maintenance shop at the pool, where you may deposit it into the mail slot.
4. The Board of Directors will act as your proxy unless otherwise instructed.
 - If the Board of Directors is designated as proxy, the Board must vote the proxy as instructed by the owner unless it is an uninstructed proxy, in which case the Board shall have the right to vote as it sees fit.
 - If the owner does not vote on the budget or for the open Board positions, the proxy will be counted for quorum purposes only.
5. LEAVING YOUR PROXY UNINSTRUCTED authorizes the proxy-holder to vote as he/she sees fit on all issues that properly come before the meeting.
6. Failure to follow these instructions will result in an invalid proxy and your vote will not be counted, so please use care in filling out the form.

MAKE YOUR VOTE COUNT – SEND IN YOUR PROXY!!

If you have any questions, please contact Sabiha Noorzai-Barbour at CMC, 703-230-8579.