

# **ANNUAL MEETING FAQ SHEET**

**What is a Proxy form?** It is a written authorization for one person to act on another person's behalf. Your Proxy acts as if you are in attendance at the meeting.

**Why do I need to fill it out?** The Proxy form allows you to choose a person to be your proxy or to establish a quorum for the Annual Meeting. Your proxy can also vote on your behalf for any open Board positions.

**What is a quorum?** A quorum is a minimum number of people in attendance at a meeting, or by Proxy. As defined in the Associations By-laws. Oregon Statute states a minimum quorum of 20% of owners be present in person or by Proxy. The meeting can not be held and must be rescheduled if quorum is not met.

**But I'm planning to attend the Annual Meeting. Why should I fill out the Proxy form?** Things happen—you get stuck at work, the car breaks down, your child gets sick. Even if you intend to be at the meeting, please fill out the Proxy form—just in case. If you do attend the meeting, your Proxy form will be withdrawn, and you vote in person.

**I filled out the Proxy form last year. Do I need to do it again?** Yes. A new Proxy form is needed for each Annual Meeting.

**If I want my proxy to vote on my behalf, what will they be voting on?** Your proxy will vote for one candidate for any open Board positions, and any other Association Business that calls for a vote of the membership at this meeting.

**Who's running for the open Board positions?** All homeowners are welcome to run for the open Board positions, but only one owner from each unit can be on the Board—so, if a husband and wife co-own a unit, only one of them can serve on the Board. They can both be nominated, though—may the best candidate win!

**How do I nominate someone?** On the back of the Proxy form, you can nominate candidates for election to the Association's Board of Directors. The open positions will be filled by popular vote at the meeting. If you wish to nominate the candidate(s) of your choice, please fill out the enclosed nomination form and return it with your signed Proxy. You can nominate yourself or any homeowner. The nominees for the positions will be announced at the Annual Meeting. If you are nominated for a position on the Board, you can decline or accept the nomination before voting takes place.

**How can I find out more information?** Homeowners and residents are always welcome to attend monthly HOA meetings. If you have further questions, visit Management Trust Northwest at <http://www.managementtrust.com/nw/> or sign in to your personal web access and review your governing documents.

**Okay, I filled it out. Where do I send it?** Thank you! Please return it as soon as possible in the self addressed, postage free envelope that is included with the "Notice of Annual Meeting", "Proxy form". You can also fax your proxy to: 503-670-0775, or send by email: [info@managementtrust.com](mailto:info@managementtrust.com) .

