

SPANISH WALK COMMUNITY ASSOCIATION

November 23, 2016

PREPARATION OF ANNUAL MEMBERSHIP MEETING

Dear Homeowner:

The Annual Membership Meeting will be held in the next few months and requires your participation in order to avoid additional costs to the Association. There are three (3) forms included in this notice:

- 1- Three (3) Year Quorum Proxy
- 2- Declaration of Candidacy
- 3- Inspector(s) of the Election

The first, Three (3) Year Quorum Proxy, is the most important and requires your attention. This proxy allows for the Annual Meeting to be held whether or not you are able to either attend or send in a ballot. The proxy **does not** take away your ability to vote and **does not** give anyone the right to vote for you. It is only used to make a quorum and hold the meeting. Please return the Three (3) Year Quorum Proxy at your earliest convenience to the address mentioned below.

If you are interested in serving on the Board, please ensure that you meet the qualifications and fill out and return the Declaration of Candidacy form by the date required. In addition, if you are interested in serving as an Inspector of the Election, and you are not running for the Board, and are not related to anyone running for the Board, please fill out the Inspector of Election form and return to the Association by the date required.

Thank you for your cooperation.

Sincerely,
Spanish Walk Community Association

Enclosures:
Forms (3)

**Professionally Managed by
Prime Association Services
36-953 Cook Street, Ste. 101
Palm Desert, CA 92211
Phone 760/360-5580
Fax 800/706-7858**

SPANISH WALK COMMUNITY ASSOCIATION

***THREE YEAR
QUORUM ONLY PROXY***

TAKE A MINUTE
PLEASE SIGN AND RETURN THIS PROXY

NO BUSINESS
CAN BE CONDUCTED
WITHOUT A QUORUM

**REVOCABLE PROXY FOR QUORUM PURPOSES ONLY
A CALIFORNIA NON PROFIT MUTUAL BENEFIT CORPORATION**

The undersigned Association Member, through the execution of this instrument, hereby appoints the President or Secretary of the Board of Directors, as my non-voting Proxy FOR QUORUM PURPOSES ONLY AND FOR NO OTHER PURPOSE, for all Annual and General Membership Meetings for a term of three years from the date of the execution of this Proxy. Personal attendance at a meeting, submission of a voting Proxy or appointment of another person to attend a meeting, will suspend this Quorum Proxy only for that Membership Meeting or any adjournments. This Proxy is automatically revocable upon sale of the property, third anniversary of the date of execution or written revocation.

Print Last Name

First Name

Signature of Recorded Property Owner

Association Address

Today's Date

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REQUEST FOR INSPECTOR(S) OF ELECTION

In preparation for the annual Board of Directors election, one (1) or three (3) Inspector(s) of Election will be appointed by the Board of Directors. The "Inspectors" duties include, but are not limited to: determine the number of members entitled to vote; determine the authenticity of proxies, if any; receive & register ballots; count & tabulate votes; determine when the polls shall close and announce the election results. The Board will not select as an Inspector, a member of the Board of Directors, a candidate for the Board of Directors, or a relative of a member of the Board, or of a candidate.

The Board of Directors requests that any homeowners who are interested in serving in the capacity of an Inspector, complete this form and return it to the Association prior to **5:00 P.M. on Monday, January 16, 2017**. We thank you in advance for your offer of service to the community.

Name _____

Address _____

Home Phone _____ Work Phone _____

E-mail _____

Please return no later than 5:00 P.M. on Monday, January 16, 2017

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DECLARATION OF CANDIDACY FOR THE BOARD OF DIRECTORS

The Annual Membership Meeting will be held in February 2017, in which two (2) directors will be elected to serve a two (2) year term. The Board of Directors requests any homeowner who is interested in serving on the Spanish Walk Community Association Board of Directors completes this Declaration of Candidacy form and return it to the Association no later than **5:00 P.M. on Monday, January 16, 2017.**

Please ensure you meet the Director Qualifications below, before returning this form. In order to have your name placed on the ballot, your Declaration of Candidacy form must be received no later 5:00 P.M. on Monday, January 16, 2017. by Prime Association Services. Please note that nominations may be taken from the floor. You can fax the completed form to 800/706-7858, or mail it to the address listed below. PLEASE DO NOT RETURN THIS FORM WITH YOUR ASSOCIATION PAYMENT!

Director Qualifications:

1. Members must be in good standing and not delinquent for any assessments owed.
2. Only one (1) member per household may serve on the board at any one time.
3. Member should act in good faith and conduct themselves in a professional and respectful manner.
4. Candidates are required to submit a written candidate statement indicating experience/background.
5. Candidate is permitted to run for the Spanish Walk Board of Directors if they are a current Director on Alegria at Spanish Walk HOA Board of Directors; however, the Candidate is required to disclose such to the membership.

If you would like to submit a candidacy statement, please attach it along with this form. All candidate statements received will be included and mailed with the ballot unedited.

Name _____

Address _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

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