

PROXY

If you are unable to attend the meeting, please provide this proxy to a board member or a homeowner who will be attending the meeting to vote on your behalf.

Please indicate the name of up to **three homeowners** that you know are willing to serve or seek nomination at our annual meeting.

Board Member Candidate: _____

Board Member Candidate: _____

Board Member Candidate: _____

Homeowner's Signature (only 1 vote/proxy per household): _____

Homeowner's printed name: _____

Property Address of above signature: _____

In addition, I **DO / DO NOT** (*please circle one*) authorize (name of person voting on your behalf)

_____ to vote on **any other matters** of Harps Mill Woods HOA Association business that may arise at the Annual Meeting.

_____ Date of Annual Meeting

The Harps Mill Woods Homeowner Association is self-managed, and the duties of board positions are below. All board members participate with the homeowners on key issues concerning our neighborhood: protecting the value of the property, improving the appearance and condition of the pool area, enforcement compliance of home and yard appearance, street parking, etc.

President: Leads the board at meetings and works with board to resolve neighborhood issues as they arise. Reviews and signs all contracts for capital expenditures, as well as those involving the pool and major repairs within the limits of the board approved annual budget. Homeowner must be a board member to hold this position.

Vice President: Assists the president with above duties as necessary and manages all social events within the approved budget. Homeowner must be a board member to hold this position.

Treasurer: Handles all financial transactions from deposits of annual dues in the HOA bank account to paying all regular bills (e.g., utilities, contracts), as well as repairs and reimbursements for association expenses as directed by president, vice president and secretarial positions incurred during the performance of their duties. Non-board member may hold this position.

Secretary: Handles all mass communication for the association including website, email messages and mailed letters to homeowners. Maintains contact information on homeowners, takes minutes at all HOA meetings and mails individual letters to homeowners who are not following the deed restrictions in our neighborhood as directed by the board. Non-board member may hold this position.