**INSTRUCTIONS FOR COMPLETING VOTING CERTIFICATE**

The governing Documents of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Condominium Association, Inc.,** contain a Voting Certificate requirement. As such, please note the following:

1. If a Unit is owned by more than one (1) person or a corporation, partnership or other legal entity, the Voting Certificate must be used to designate the one person who is entitled to cast the vote for the Unit. **All Unit Owners must sign the Certificate.**
2. This Certificate should be filed with the Secretary of the Condominium Association \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. It is highly recommended that the Voting Certificate be submitted **prior** to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meeting to ensure that any vote cast by your unit will be permitted. Please complete the form and return it to the Oakridge F Board Secretary or First Service Residential, along with your completed proxy (if a proxy is needed.)
2. The Voting Certificate completed for this meeting will be kept on file and will remain effective until such time as it is revoked or superseded by the filing of a new Voting Certificate.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONDOMINIUM ASSOCIATION, INC.**

A Corporation Not-For-Profit

**VOTING CERTIFICATE**

THIS IS TO CERTIFY that the undersigned, constituting all record owner(s) of the property or the president or vice president of a corporate owned unit, or a partner of a partnership owned unit at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Fill-in property address.)** within **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CONDOMINIUM ASSOCIATION** have designated :

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **Print the Name of ONLY ONE Person**

as their representative to cast all votes and to express all approvals that such may be entitled to cast or express at all meetings of the Membership of the Association and for all other purposes provided for within the Declaration, the Articles of Incorporation, and the Bylaws of the above mentioned Association. This Certificate is made pursuant to the Governing Documents of the Association and shall revoke all prior Voting Certificated, (if any), and shall be valid until revoked by a subsequent Voting Certificate.

**ATTENTION** THIS VOTING CERTIFICATE **MUST** BE SIGNED BY **ALL RECORD OWNERS OF THE UNIT OR AN APPROPRIATE OFFICER, PARTNER, OR MEMBER OF AN ENTITY OWNED UNIT.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_­­\_\_\_\_ Signature of Owner, Officer Printed Name Owner, Officer Date Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_­­\_\_\_\_ Signature of Owner, Officer Printed Name Owner, Officer Date Signed

Attested to by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (For Use By Corporations Only)
 Secretary / Assistant Secretary

**In the event that the Association is not in possession of a Voting Certificate signed by all owners of the property (except in the event that there is only one owner of record), the owner(s) will not be permitted to vote on any business brought before the membership including the election of directors.**

**Please be sure to complete this document and return it to the Association.**