

# Fanno Creek Townhomes Owner's Association

PO Box 23892  
Tigard, OR 97281

## PROXY PROCEDURE POLICY

Because the Association's well-being relies on consistent procedures and policies regarding the voting rights of the members, it is the Board's duty to establish the Proxy Procedure Policy for the Association.

***Proxies:** Voting may be in person or by proxy executed in writing and filed with the Association Secretary prior to the convening of the meeting. The proxy must be given to a member of the Association who has voting rights as designated in the Declaration. No proxy will be valid after the meeting for which it was solicited, unless otherwise expressly stated in the proxy, and every proxy will automatically cease upon termination of membership.*

**WHEREAS**, Article III of the Amended Bylaws of the Fanno Creek Townhomes Owner's Association herein after referred to as "Bylaws" grants power to the Board of Directors to conduct Association business, and Article V of the Bylaws grants the authority to use Proxies;

LET IT BE RESOLVED THAT these procedures will be followed:

1. Definitions
  - a. *Proxy* - refers to a written authorization empowering another person to vote or act for the signer, as at a meeting.
  - b. *Meeting* - refers to the Association gathering as a result of notice as authorized by the Bylaws.
2. Procedure for Single Owner Lot Member
  - a. The Owner giving the proxy will obtain, complete and sign the form provided in this procedure.
  - b. The Owner receiving the proxy will provide the completed signed document to the Secretary 24 hours prior to the convening of the meeting in which it will be used.
  - c. In the minutes, the Secretary will record the name of the Lot Owner for whom the proxy was given as in attendance by proxy at the meeting with the name of the Owner who has been given the proxy as identified on the written proxy.
  - d. The vote will be recorded as the vote of the Owner who gave the proxy.
  - e. If the Owner giving the proxy should appear in person at the meeting, the proxy will be considered invalid.
3. Procedure for Multiple Owner Lot Member
  - a. All owners of the Lot must obtain, complete and sign the form provided in this procedure.
  - b. The Owner receiving the proxy will provide all completed signed documents to the Secretary 24 hours prior to the convening of the meeting in which they will be used.
  - c. In the minutes, the Secretary will record the names of the Lot Owners for whom the proxy was given as in attendance by proxy at the meeting with the name of the

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- Owner who presented the proxy as identified on the written proxy forms.
- d. If not all Lot Owners obtain, complete and sign the form provided in this procedure, the Proxy will be considered invalid.
  - e. If any of the Lot Owners appear at the meeting in person, the proxy will be considered void for all.

Recorded in the Book of Minutes: Adopted July 28, 2019

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President, Board of Directors  
Fanno Creek Townhomes Owner's Association

PROXY FORM ATTACHED

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**PROXY FORM**

Name \_\_\_\_\_

Address \_\_\_\_\_

I give \_\_\_\_\_ authorization to vote on my behalf on all issues put to a vote by Fanno Creek Townhomes Owner's Association during the meeting to be held on

\_\_\_\_\_.

Owner's Printed Name \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Date Proxy Given \_\_\_\_\_.