

ANNUAL MEETING PROXY DESIGNATION

Orchard Hill Homeowners Association, Inc.

Complete this form if you are unable to attend the April 9, 2025, Annual Meeting

Only an owner, attending in person or through a proxy, may vote. Homeowners may designate any fellow homeowner as their proxy. The proxy appointment must be documented in writing and submitted to the Homeowners Association by April 9th or hand delivered to the meeting by your proxy.

This proxy is granted for the following purposes:

1. Acknowledging the presence of the undersigned through proxy.
2. Voting on any matters that require action.

(Select only one of the following)

☐ I hereby authorize the HOA Board to act as my proxy representative for quorum purposes only.

or

☐ I designate the following Orchard Hill neighbor as my proxy representative.

Enter the name of the proxy who will attend the meeting and represent you.

This proxy is valid for the April 9, 2025, Annual Meeting only. If the required quorum is not achieved, the meeting will be adjourned, and this proxy will apply to reconvened sessions until the required quorum is met.

Enter your Orchard Hill Property Address

Print Owner's Name(s)

Owner's Signature(s)

Date

Email Address

Phone Number

Options to submit this form: US Mail

Email

Drop-off:

Orchard Hill HOA, PO Box 353, Milford, DE 19963

outreach@orchardhillhoa.org

102 June Ln Milford, DE 19963

Need Assistance?

Contact Michael Maloney, Vice President, Orchard Hill HOA for any assistance required to complete and submit your proxy designation form.

Call (571) 334-2520 or Email vicepresident@orchardhillhoa.org

Important to Know

What is an Annual Meeting of the HOA?

The Annual Meeting of the Homeowners Association must be held once per year. The primary purpose of the meeting is to:

- Present the annual budget to members for approval.
- Deliver committee reports to members
- Build Community by bringing neighbors together.

What is a Reconvened Annual Meeting of the HOA?

A Reconvened Annual Meeting of the Homeowners Association is a follow-up meeting that takes place when the original annual meeting did not achieve a quorum, meaning there were not enough members present to address the agenda items that were scheduled for the original meeting. e.g. Voting on the annual budget.

What is a Proxy?

A proxy is necessary when a member cannot attend the Annual Meeting in person but still wants to participate in the decision-making process. This allows one homeowner to designate another homeowner to act on their behalf at a meeting.

Using proxies can help ensure that all members have a voice in HOA matters, even if they cannot attend meetings in person.

Key Points:

1. Documentation:

Proxy designation forms are required to be submitted in writing prior to the meeting and must be signed by the homeowner designating the proxy.

2. Notification:

It's important for members to check deadlines and conditions for submitting the required forms.

3. Attendance:

The proxy holder must attend the meeting for the designation to be valid and counted toward the quorum.

4. Authority:

A proxy allows the designated person (the proxy holder) to attend the meeting and vote on behalf of the member who is unable to attend.

What is a Quorum?

A quorum refers to the minimum number of members of the Homeowners Association (HOA) who must be present, in person or by proxy, at a meeting to legally conduct business or make decisions.

Why a Quorum important

If the required number of members does not attend a meeting, it may need to be rescheduled or postponed until enough members can participate, ensuring legally valid decision-making.