

CHARLESTON COURT – HOW TO COMPLETE YOUR PROXY AND SECRET BALLOT

**IT IS IMPORTANT THAT YOU COMPLETE A PROXY FOR THE ELECTION TO BE HELD
A PROPERLY COMPLETED PROXY & SECRET BALLOT IS REQUIRED TO VOTE FOR THE BOARD OF
DIRECTORS AND MUST BE RECEIVED BEFORE MARCH 11, 2026 AT 5PM**

How to Complete your Proxy and Secret Ballot. Please read carefully before starting!

PART 1. FILLING IN THE PROXY FORM

1. In the blank that says, I “hereby appoint _____,” write the name of a person who WILL attend the meeting. This should be a trusted neighbor or volunteer who can represent you. They must be attending the meeting March 11th. DO NOT LEAVE IT BLANK. *You may use the following volunteer proxies: Anna Holmes, Pat Myers, Beth Greene, Cory Reed and Catherine Belmonte*

2. Check the box marked “YES.”

(Whoever signs this Proxy must sign the Secret Ballot Envelope as well)

- Date the Proxy and Sign your name where it says Owner. Only one owner is to sign.
- Put the Address of the Property that you own in Charleston Court on the proxy
- Do not fill the section under that.

3. Return the proxy before the meeting begins. You can email to laura@harborfla.com. You can mail it in to Harbor Management in one of the envelopes provided. We have volunteers who can collect and deliver your ballot and proxy for you. Please email catherineviann@gmail.com or text or call **954-494-2330** if you would like someone to collect your Proxy and Ballot. We will also be at the pool from 2-4 every weekend before the election on March 11th to collect and answer questions. Please text, email or call with any questions.

If you made a mistake. Do not turn in the Proxy contact us for a new one

PART 2 – ALL HOMEOWNERS MUST VOTE USING THE SECRET BALLOT

The Homeowner who filled out the proxy must complete and return their Secret Ballot for your vote to be counted. To properly complete your ballot:

1. Choose up to 5 candidates on the ballot. If you write in someone on Write Ins - It must not be more than 5 choices.
2. Do not put your name or any identifying information on the ballot.
3. Place the ballot inside the blank envelope or the one marked Ballot.
 - Do not write anything on this envelope. Seal the envelope.
4. Place the sealed envelope with the ballot inside the OUTER envelope provided.
5. The person who submitted the proxy must write their name on the outside of the outer envelope.
6. Write your Charleston Court Address on the outside of the envelope.
7. **Again, the person who signed the Proxy sign your name on the outside of the outer envelope. If the outer envelope is not signed, your ballot cannot be counted.**
8. You can mail it in to Harbor Management or a volunteer can collect and deliver for you. Please email catherineviann@gmail.com or text or call **954-494-2330** if you would like someone to collect your Proxy and Ballot. We will also be at the pool from 2-4 every weekend before the election on March 11th. Please text, email or call with any questions. You can also call Harbor Management with any questions 561-935-9366