

INSTRUCTIONS FOR COMPLETING A PROXY

USE THE ENCLOSED PROXY FORM ONLY IF YOU DO NOT PLAN TO ATTEND THE MEETING TO VOTE IN PERSON.

1. Print your name and address at the top of the proxy.
2. Check box A or B (only 1 box). If you check box A print the name of the person you designate as your proxy holder.
3. Sign and date the proxy at the bottom of the form.
4. Mail, deliver, or fax your completed proxy to your proxy holder who plans to attend the meeting and vote on your behalf. Your proxy holder should bring your completed proxy to the Annual Meeting and present the proxy when registering. You can also mail/send/deliver your proxy to The Secretary, Laurel Hill Community Association, c/o Donna Carlson, On-site Manager, 8380 Laurel Crest Drive, Lorton, VA 22079 or fax it to the clubhouse office at (703) 493-8962.
5. A proxy may only be revoked by written notice from the owner/owners to the person presiding at the meeting.
6. Any proxy shall be void if it is not signed or dated, if it purports to be revocable without notice, or if the signature of any of those executing the proxy is invalid.

**YOUR PROXY MUST BE PRESENT AT THE START OF THE MEETING
ON JANUARY 15, 2020, TO HAVE EFFECT.**

Remember – you may drop your proxy off at the following location:

**Laurel Hill Community Center
8380 Laurel Crest Drive
Lorton, VA 22079
OR
Fax to (703) 493-8962**