

# SUNRISE CANYON HOMEOWNERS ASSOCIATION

Tucson, Arizona

## Designation of Proxy

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# Designation of Proxy Procedures

## Sunrise Canyon Homeowners' Association

### Tucson, AZ

If you are the owner of a home in the Sunrise Canyon HOA community and cannot attend a meeting at which voting by the owners could occur, you can authorize someone to vote for you by designating that person to serve as your Proxy at that meeting.

You can do so by using one of the following two approaches:

1. Print out, and fill out, the **Designation of Proxy Form** that can be found on the **HOA Official Documents** page of the Sunrise Canyon website. Once you have filled it out, provide a copy to the person you have designated to have your proxy and instruct him or her to bring it to the meeting identified in the form. In order to exercise the voting authorization, the person so designated must then present the Proxy form to the President of the Sunrise Canyon HOA (or, in the case of a Board member election, the Chairman of the Elections Committee) at that meeting.
2. Send an email, with Designation of Proxy in the Subject box, to the person you are designating to be your proxy AND to the President of the HOA Board (or, in the case of a Board member election, the Chairman of the Election Committee). This email must contain the following information: your name, the address of the Sunrise Canyon home you own, the name of the person to whom you are giving your voting authorization, and the date of the meeting to which the authorization applies. The email could be as simple as:

“I, (name), the owner of the Sunrise Community home at (address), hereby designate (name of Proxy), as my Proxy for the HOA meeting on (date). By this Designation of Proxy, (name of Proxy) may attend and represent me with the full power to vote and act for me with the same effects as if I were personally present at the meeting.”

In order to exercise the Proxy authorization, the person so designated must print out and then present the Designation of Proxy email to the President of the Sunrise Canyon HOA (or, in the case of a Board member election, the Chairman of the Elections Committee) at that meeting.

**Designation of Proxy Form**  
**Sunrise Canyon Homeowners' Association**  
**Tucson, AZ**

I, the undersigned Owner of the following Sunrise Canyon HOA unit,

\_\_\_\_\_,  
am entitled to vote at any special or annual meeting of the Sunrise Canyon HOA. It is my intention to authorize another person to exercise my voting rights, as authorized in this Designation of Proxy.

The undersigned Owner designates and appoints \_\_\_\_\_  
as the Proxy for the Owner.

By this Designation of Proxy, the Proxy may attend and represent the Owner with the full power to vote and act for the Owner in the same manner, to the extent and with the same effects as if the Owner were personally present.

The designation revokes any prior Designation of Proxy that the Owner may have given previously with respect to the Owner's ownership interest in the Sunrise Canyon HOA.

This Designation of Proxy shall be effective for the following Sunrise Canyon HOA meeting:

\_\_\_\_\_

The Proxy shall have the full power, as the Owner's substitute, to represent the Owner and vote on all issues and motions that are properly presented at the meetings for which the Designation of Proxy is effective. The Proxy shall have the authority to vote entirely at the discretion of the Proxy.

(Note: All Designation of Proxy forms must be received in advance by the Sunrise Canyon HOA Secretary, via email at [sunrisecanyonhoa@gmail.com](mailto:sunrisecanyonhoa@gmail.com), or presented at the meeting.)

Date of Owner's Signing: \_\_\_\_\_

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

Proxy's Signature: \_\_\_\_\_