

INSTRUCTIONS FOR PROPER VOTING

There are TWO ENVELOPES provided with the ballot, proxy and the notice of election. These are for returning the completed ballots and ensuring secrecy in voting.

- The smaller envelope is to contain the completed ballot ONLY (labeled the “Ballot Envelope”) and is not to have any identifying markings on it.

- The larger “outer envelope” is pre-addressed and is to be returned to:

Lakeridge Condominium Owners Association
1776 6th Street NW, Unit 106
Winter Haven, FL 33881

The outside of the larger envelope has a section on it for you to fill out by indicating the unit number, and a space requiring signature.

Instructions are simple:

Once the eligible voter completes the ballot, the voter places it inside the inner (labeled “Ballot”) envelope and seals it. The inner envelope is then placed inside the outer envelope (the larger envelope).

IF A UNIT OWNER **CANNOT OR WILL** NOT BE ATTENDING THE MEETING, YOUR PROXY SHOULD ALSO BE PLACED IN THE LARGER ENVELOPE ALONG WITH THE SMALL (BALLOT) ENVELOPE. **(But do not place your proxy “inside” the Ballot envelope).**

The voter then marks the envelope with the unit number and signs the outside of the envelope on the label provided. The sealed LARGE envelope can be placed in the mail or hand delivered and dropped off in the clubhouse. Once received by the association, no ballots may be rescinded or changed. All envelopes will be collected, retained and will not be opened until the election ‘at the meeting’.