## PHRA PROXY INSTRUCTIONS

#### **►**OVERVIEW

The PHRA has provided this proxy so that you can vote in the upcoming Election even if you cannot attend the annual meeting. If you do not follow these instructions, your Proxy will not be counted!

#### ► WHO CAN EXECUTE A PROXY?

You must be eligible to vote to execute a proxy. You are eligible to vote if:

**1.** Your name is listed on the PHRA Stock Transfer Book as of November 20, 2018. To confirm that your name is listed on the PHRA Stock Transfer Book, read the address label on the Second Notice of Election (which was attached to the envelope containing this document). That name is the same as the name listed on the PHRA Stock Transfer Book. Sometimes two names (i.e. both spouses) are listed on address label. If two names appear on the address label, only one person may execute this Proxy.

#### AND

2. You have paid your 2018 annual dues (or inactive fee) as of November 20, 2018. If you don't know whether you paid your annual dues (or inactive fee), please contact the Registrar.

## ▶YOU MAY EXECUTE A GENERAL OR A SPECIFIC PROXY (But Only One!!!)

## ■ A General Proxy

When you execute a General Proxy, you are granting **someone else** the right to vote your share at the election in **any way** that he or she wishes. You must clearly identify the name and shareholder number of the individual whom you authorize to vote your share. You may designate either **an immediate family member** or another **shareholder** (who is **also** eligible to vote).

Do not designate a candidate, someone who will become a candidate, or the Registrar. If you do, your General Proxy will <u>not</u> be counted! The person you designate to vote your proxy <u>should hand deliver</u> your General Proxy to the Registrar at the election. You <u>may</u> mail your General Proxy to the Registrar, <u>but</u> if the person you designate to vote your proxy does not attend the meeting or you fail to designate someone to vote your proxy, your General Proxy will not be counted for any purpose, including establishing a quorum.

#### ■ A Specific Proxy

When you execute a Specific Proxy, you are actually voting for the candidates and/or issues listed on the Proxy Form. The Specific Proxy acts like an **absentee ballot**—the Registrar will record your vote as it appears on the Specific Proxy. You **may** add the name of a candidate or an issue to your Specific Proxy. You (or someone else) **may mail** or **hand-deliver** your Specific Proxy to the Registrar.

#### **▶** WHETHER YOU EXECUTE A GENERAL OR A SPECIFIC PROXY:

Your Proxy must identify your *name* and your *shareholder number*. You must also *fill in*, *sign*, and *date* the Proxy in *ink*. No one may fill out the form for you! You may not use any other form but this one. You may not communicate your proxy verbally or by e-mail. Your Proxy must be legible and clear.

## ► YOU CAN REVOKE YOUR PROXY

If you attend the Election, you may revoke your Proxy at any time prior to the moment the vote is called.

#### **▶ PROXY LIMITATION**

No one may collect, deliver, or vote more than three proxies.

#### **▶ DEADLINE**

All proxies must be received by the time the annual shareholders' meeting convenes. If mailed, they should be postmarked at least two days before the date of the annual meeting. Proxies that arrive after a candidate or issue has been voted on may not be counted toward that candidate or issue.

## **▶ IF YOU HAVE ANY QUESTIONS**

Please contact the Registrar at our website (www.poplarheights.org).



# **Poplar Heights Recreation Association**

## Proxy Form - Annual Meeting - November 27, 2018

- I hereby participate in the above meeting via this proxy.
- This proxy will be used to establish a quorum.
- I have read the proxy form instructions.
- If I fail to follow these instructions, this proxy will be invalid.
- My name is listed on the stock transfer books.
- My dues are, or my inactive fee is, paid.

(Shareholder of Record Name)	(Shareholder Signature) (	Date Signed) (Share #)
□ GENERAL PROXY	SOMEONE ELSE WILL VOTE MY SHARE The following shareholder or family member will vote my share for any candidates and issues.	
(Shareholder of Record Initials)	(Proxy Voter)	(Their Share Number)
BOARD ELECTIONS		
□ SPECIFIC PROXY	THIS IS MY VOTE (Vote for only 7 candidates, use blank boxes for write-in candidates)  □ Bill Bickel □ Eric Maier	
(Shareholder of Record Initials)	☐ Matt Borman*	□ Cary Meltzer
	☐ Peter Gouvis	☐ Jim Nach
	□ Sandy Kiersz	□ Megan Pawlowski
	□ Shawn Kline*	□ Mark Weitz*
	□ Jonathan Lang	□ Cynthia Wilson*
	□ Dorothy Lange	

<sup>\*</sup> indicates current board member standing for re-election.