

INSTRUCTIONS TO COMPLETE PROXY FORM FOR MAUI VISTA OWNERS' MEETING

Each year the AOA office and board members receive calls for information on completing the AOA general proxy form. The form, as you have received it, is mandated by Hawaiian Law and cannot be changed by the Association. The information below is provided to help in understanding the form.

It is necessary to have more than 50% of the owners return their proxy forms and/or be present at the annual meeting in order for the association to conduct its business. This means we need to calculate and know we have a quorum before the meeting. Homeowners are asked to mail or FAX the completed form well before the deadline - **even if you plan to attend**. The meeting will be cancelled if a quorum is not reached. If you select a PROXY and end up attending the meeting, the proxy will be returned to you and you can vote in person at the meeting, regardless of what box you have marked on the PROXY.

BOX 1. To be CHECKED when for "**QUORUM**" purposes only.

This will allow attendance to be counted toward quorum and a ballot to be prepared for you to receive at the meeting. **DO NOT VOTE for any board candidates on the proxy form. Your vote will not be counted until you vote at the meeting.** If you are not going to attend the meeting and do not wish to vote, you should mark this box.

Box 2. If you are not planning to attend the meeting but wish to vote, **name another person as your PROXY** who will be in attendance for this meeting. Please note that your proxy holder **MUST, BY LAW**, vote for the candidates you select for the Board of Directors. **If you do not select any candidate(s) the proxy holder can vote as he/she wishes.** The advantage to having a proxy holder is that he/she can represent you for any other business that arises and requires a vote of the homeowners. You MUST print the name of your proxy holder on the line shown by the second box. Your proxy holder MUST be in attendance at the meeting for your vote to be counted.

Box 3. "The Board of Directors". Checking this box indicates your vote for candidates for the Board of Directors is with the Board and they MUST vote for your designated candidates; they cannot revise your vote. If there is other business that requires a vote from the homeowners, your vote will be cast with the preference of the majority of the board. If you do not indicate your vote for any candidates, the Board of Directors will vote as a majority.

Box 4. "The Members of the Board of Directors". Checking this box means the Board members present at the meeting with each vote to be shared. Your vote for candidates for the Board of Directors MUST be cast as you designate. For any other business, your vote will be cast by the individual members of the Board of Directors in equal percentage.

To Summarize

1. Check one of the four boxes. If checking Box 2, print the name of your proxy holder.
2. Cast two votes for your candidates for the Board of Directors, HOWEVER, DO NOT CAST ANY VOTES WHEN CHECKING BOX 1. You will vote in person if you attend.
3. Sign the proxy form with your name, date, and unit number.
4. Return the form promptly to the address or fax number indicated on the proxy

If you have any questions please contact the AOA office at 808-879-5373.