

OCEAN HIGH CONDOMINIUM ASSOCIATION

Policy #9, 1999

SUBJECT: Voting Procedures

1. Annual Meeting: The annual meeting is held to elect directors and conduct such other business as may properly be brought before the owners. Other business includes voting on special assessments and proposed amendments to the governing documents. Notice of the annual meeting shall be mailed to the last known address of all Ocean High Condominium owners.

2. Voting Qualifications:

A. Each qualified unit week owner will have one vote per unit week owned. A float week in units 1-4 will be considered a unit week.

B. An owner will be qualified to vote only when all assessments, fees, fines and charges owed are paid at least 48 hours prior to the convening of the annual meeting.

C. All units belonging to the Ocean High Condominium Association will be given one vote per unit week and will be voted as the Board of Directors shall see fit.

D. At the annual meetings of the Association, each unit week owner has the right to cast his or her vote in person or by proxy.

3. Ballots:

A. All votes, except those on minor or procedural issues, will be recorded on a written ballot.

B. Absentee ballots (Proxy Notices) will be sent out to all owners with the notification of the annual meeting. Sample proxy notice is attached.

4. Proxy Notice:

- A. An owner may appoint any person as his or her proxy.
- B. The proxy must be in writing, and received before the vote.
- C. General proxies (see attachment) must be used for elections in Maryland if not attending the annual meeting in person.

5. Quorum:

A. The presence, in person or by proxy, of owners representing at least twenty-five percent (25%) of the qualified owners shall constitute a quorum. If the required quorum does not exist at the meeting, and the question of a lack of quorum is raised, no business may thereafter be transacted except to adjourn. This adjournment means the called meeting is continued until a later date when a quorum can be assembled.

B. A quorum shall be deemed to be present throughout any meeting until adjourned if a valid quorum is present at the beginning of the meeting.

6. Adjourned Meetings:

A. The members present may vote to adjourn the meeting to a date not less than fifteen days (15) from the date of the original meeting. Time must be allowed for notice of the next meeting to be provided to all owners.

B. Notice of the second meeting will be given to all owners and advertised in a local newspaper. Then in accordance with Maryland Non-Stock Corporation Code, whoever is present at that meeting constitutes a quorum.

APPROVED: Board of Directors
May 22, 1999