

**“Sample” and Notes on how to correctly complete the Blank Form on Page 3 of this document**

Please note that as The Eagles Master Association also requires a Voting Certificate this needs to be filed separately (see under Eagles Master Association for EMA Voting Certificate Form)

**ST. ANDREWS VILLAGE NOTES**

**THE FOLLOWING IS AN EXCERPT FROM ARTICLE II SECTION I. 2. OF THE BYLAWS OF ST. ANDREWS AT THE EAGLES, INC.:**

*"if a lot or parcel is owned by more than one person, or is under lease, the person entitled to cast the vote for the parcel shall be designated by a voting certificate signed by all of the record owners of the lot or parcel and filed with the Secretary of the Association. If a lot or parcel is owned by a corporation the person entitled to cast the vote for the lot or parcel shall be designated by a voting certificate signed by the President or Secretary of the corporation and filed with the Secretary of the Association. Such voting certificates shall be valid until revoked or until superseded by a subsequent voting certificate or until a change in ownership of the lot or parcel concerned. A voting certificate designating the person entitled to cast the vote of a parcel may be revoked by any owner. If such a voting certificate is not on file, the vote of such owner shall not be considered in determining the requirement for a quorum nor for any other purpose."*

A “Voting Certificate” is used for filing the name of the voting co-owner with the Secretary of the Association. It is also used to notify the Association of the individual designated to cast the vote of an owner that it is a corporation, partnership, or other entity. It is imperative that the Association have a Voting Certificate on file for each property with multiple owners or owned by an entity – A VOTING CERTIFICATE IS REQUIRED EVEN IF A HUSBAND AND WIFE ARE JOINT OWNERS WHICH IS THE CASE FOR 97% OF THE PROPERTIES IN ST. ANDREWS VILLAGE!

Completed forms can be filed with the Secretary by hand delivery to the guardhouse, by facsimile to (813) 8555692 or by U.S. mail to: c/o the Property Group, 11902 Race Track Road, Tampa FL 33626.

**FREQUENTLY ASKED QUESTIONS:**

*1. How long is the filed Voting Certificate valid?*

The Voting Certificate on file with the Secretary remains valid until a new one is filed to supercede it or until there is a change of ownership of the property.

*2. Can more than one person be designated to vote?*

No, the Voting Certificate provides for only one person to be the designated voter for the property. In the case of a husband and wife who jointly own the property either the husband or the wife, but not both, must be the designated voter for all meetings at which a vote is required.

*3. What happens if there is no Voting Certificate on file?*

If only one owner of a property with multiple owners arrives at a meeting where there is a vote to be taken, then the owner will not be provided a ballot or be permitted to vote if there is not a Voting Certificate on file, or in the event there is a Voting Certificate on file, it does not designate that person as the voting co-owner. If a signed proxy is received and there is no Voting Certificate on file, then the proxy will be rejected. Only proxies signed by the voting co-owner, as per the Voting Certificate on file, will be accepted. Only in the case of a property owned by one person, who is not an entity, is there no requirement that a Voting Certificate be filed with the Secretary of the Association.

*4. I do not have access to a computer or interne, so how do I obtain a Voting Certificate?*

You may call the management office at (813) 855-4860 and request that a Voting Certificate form be mailed to you.

*“sample on how to correctly complete”*

**ST. ANDREWS AT THE EAGLES, INC.  
VOTING CERTIFICATE**

We, the undersigned, being all of the owners of the property located at 1234 Muirfield Drive (address), do hereby certify that the following named one of us is the authorized voter for the foregoing parcel, and shall remain such designated voter until this certificate is revoked by a subsequent certificate:

**NAME OF AUTHORIZED VOTER:**

JOHN SMITH  
(Please PRINT name)

Husband John Smith  
{is designated as the  
voter for this property

  
(Please SIGN name)

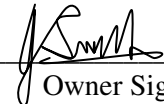
DATE THIS FORM COMPLETED:

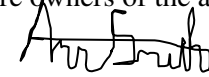
01/01/2009

date is important

(Select the signature category below (a, b, c, d or e) which describes your form of ownership and **sign** in the appropriate places):

(a) We are all natural persons who are owners of the above described parcel.

  
Owner Sign

  
Owner Sign

Owner Sign

This property is jointly owned  
by husband & wife who should  
both sign here – under (a)

(b) We are the President or Vice-president, and Secretary or Assistant Secretary (or equivalent) of the Corporation or Limited Liability Company named \_\_\_\_\_, which owns the above described parcel.

\_\_\_\_\_  
President/Vice- President *signature*

\_\_\_\_\_  
Secretary *signature*

(c) I am a General Partner of the general or limited Partnership named \_\_\_\_\_, which owns the above described parcel.

\_\_\_\_\_  
General Partner *signature*

(d) I am the trustee of the Trust named \_\_\_\_\_, which Owns the above described parcel.

\_\_\_\_\_  
Trustee General Partner *signature*

(e) I am the Administrator/Administratrix/Personal Representative of the estate named \_\_\_\_\_, which represents the above described parcel.

\_\_\_\_\_  
Administrator/Administratrix/Personal Representative *signature*

This sample is completed by the husband and wife who jointly own the property. Please note that if a property is owned by a corporation/LLC then section (b) must be signed; if a property is owned by a general or limited partnership section (c) must be signed; if owned by a trust section (d) must be signed and if in an estate section (e) must be signed

**ST. ANDREWS AT THE EAGLES, INC.  
VOTING CERTIFICATE**

In accordance with the Bylaws Article II Section I. 2. if a lot or parcel is owned by more than one person, or is under lease, the person entitled to cast the vote for the parcel shall be designated by a voting certificate signed by all of the record owners of the lot or parcel and filed with the Secretary of the Association. If a lot or parcel is owned by a corporation the person entitled to cast the vote for the lot or parcel shall be designated by a voting certificate signed by the President or Secretary of the corporation and filed with the Secretary of the Association. Such voting certificates shall be valid until revoked or until superseded by a subsequent voting certificate or until a change in ownership of the lot or parcel concerned. A voting certificate designating the person entitled to cast the vote of a parcel may be revoked by any owner. If such a voting certificate is not on file, the vote of such owner shall not be considered in determining the requirement for a quorum nor for any other purpose.

We, the undersigned, being all of the owners of the property located at \_\_\_\_\_, do hereby certify that the following named ***one*** of us is the authorized voter for the foregoing parcel, and shall remain such designated voter until this certificate is revoked by a subsequent certificate:

**NAME OF AUTHORIZED VOTER:** \_\_\_\_\_

(Please PRINT name)

\_\_\_\_\_  
(Please SIGN name)

**DATE THIS FORM COMPLETED:** \_\_\_\_\_

(Select the signature category below (a, b, c, d or e) which describes your form of ownership and **sign** in the appropriate places):

\_\_\_\_\_  
(a) We are all natural persons who are owners of the above described parcel.

\_\_\_\_\_  
Owner Sign

\_\_\_\_\_  
Owner Sign

\_\_\_\_\_  
Owner Sign

(b) We are the President or Vice-president, and Secretary or Assistant Secretary (or equivalent) of the Corporation or Limited Liability Company named \_\_\_\_\_, which owns the above described parcel.

\_\_\_\_\_  
President/Vice- President *signature*

\_\_\_\_\_  
Secretary *signature*

(c) I am a General Partner of the general or limited Partnership named \_\_\_\_\_, which owns the above described parcel.

\_\_\_\_\_  
General Partner *signature*

(d) I am the trustee of the Trust named \_\_\_\_\_, which Owns the above described parcel.

\_\_\_\_\_  
Trustee General Partner *signature*

(e) I am the Administrator/Administratrix/Personal Representative of the estate named \_\_\_\_\_, which represents the above described parcel.

\_\_\_\_\_  
Administrator/Administratrix/Personal Representative *signature*