

## VOTING CERTIFICATE INSTRUCTIONS

In order to comply with the Jupiter Plantation Homeowners Association governing documents, all units that meet any one of the following criteria must have a voting certificate on file in order to cast a vote or be counted toward a quorum.

1. Your unit is owned by more than one individual, **OR**
2. Your unit is owned by a Trust, Corporation, or LLC, **OR**
3. Your unit is leased or rented at any time throughout the year.

If you answered YES to any of the above, please complete the Voting Certificate form and return it to Jupiter Plantation's office.

1. Drop it off at the office or the drop box, OR
2. Take a picture or scan the completed form and email it to: [jupiterplantation@outlook.com](mailto:jupiterplantation@outlook.com), OR
3. Mail the completed form to:

**JUPITER PLANTATION HOMEOWNERS ASSOCIATION, INC. Project #508**  
c/o Capital Realty Advisors, Inc.  
600 Sandtree Drive Suite 109, Palm Beach Gardens, FL 33403

Guidelines:

1. Designate an individual as your "designated voter".
2. The signers on your Voting Certificate must be:
  - a. If unit is owned jointly – all legal owners of the unit.
  - b. If unit is owned by a Trust – all Trustees that have the current right to manage or vote regarding the property.
  - c. If unit is owned by a Corporation – either the President or Vice-President and attested by the Secretary or Assistant Secretary.
  - d. If unit is owned by an LLC – either the same as required of a Corporation, or all legal owners if there are no registered Officers.
  - e. If unit is owned by a single individual AND is leased or rented – the sole owner of the unit.
3. When needed, the "designated voter" or Sole Owner of a non-rented or non-leased unit, can assign their voting rights to another individual by sending in a Proxy.
4. If your unit is legally owned by a Trust, Corporation, or an LLC, please print the entity's legal name.
5. Each Sole Owner of a rented or leased unit, Trustee, President or Vice-President, Secretary or Assistant Secretary, or legal LLC owner must sign the form, print their name, and their title. The Voting Certificate is not complete unless ALL legal owners sign.
6. Don't forget to add your Unit Number!

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**VOTING CERTIFICATE**

To: Secretary of Jupiter Plantation Homeowners Association

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned is the record owner of that certain parcel in Jupiter Plantation Homeowners Association, identified below and hereby constitutes, appoints, and designates

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**(Print Designated Voter's Name)**

As the Voting Representative for the Unit owned by said undersigned pursuant to the By-Laws of the Association. The forenamed Voting Representative is hereby authorized and empowered to act in the capacity herein set forth until such time as the undersigned otherwise modifies or revokes the authority set forth in the Voting Certificate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

UNIT NUMBER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Unit is owned by (circle one):                      Individual(s)                      Trust                      Corporation                      LLC

Name of Trust/Corporation/LLC (if applicable):

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**For owner(s), Trustee, President, Vice President:**

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

**Attested By (for Corporations or Applicable LLC's) – Secretary or Assistant Secretary:**

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_