

PROXY VOTES

Who can be proxy?

A **proxy** at the Quinte Home Builders' Association (QHBA) Annual Meeting of Members is a person who is appointed to vote on behalf of a Voting QHBA Member who is unable to attend. The rules for who can be a proxy are generally as follows:

1. **Authorized Representative:**
 - The proxy should ideally be a trusted member or representative of the QHBA, such as another member, or board member, and must be a member in good standing and present at the QHBA AMM.
2. **Must Be Appointed by the Member:**
 - The proxy must be officially appointed by the Voting QHBA Member through the submission of a **Proxy Form**.
3. **Cannot Be an Unauthorized Individual:**
 - The proxy cannot be a non-member, or an individual who doesn't have the authority to represent the Voting QHBA Member's interests.
4. **Named on the Proxy Form:**
 - The person who will act as the proxy must be explicitly named on the submitted **Proxy Form**.

In Summary:

The proxy must be someone authorized by the Voting QHBA Member to represent them at the meeting and must be formally appointed via the proxy submission process. The proxy must meet the Member in Good Standing terms and conditions per QHBA By-Laws.

How to submit proxy

To submit a proxy for the Quinte Home Builders' Association (QHBA) Annual Meeting of Members, follow these steps:

Steps to Submit a Proxy:

1. **Fill Out the Proxy Form:**
 - Use the **2025 QHBA AMM - Proxy Form** provided.
 - Enter the name of the **Voting QHBA Member** (e.g., your member name and member business) at the top of the form.
 - Appoint a Proxy by specifying the **name of the person** who will represent your Local Association as the proxy at the Special Meeting or by circling one of the two options provided on the form.
 - Ensure the form is signed the Voting QHBA Member (you) and include the Member business name.
2. **Return Deadline:**
 - The completed proxy form must be submitted by 10:00 am on **November 20, 2025**.
3. **Submit the Proxy Form:**
 - Email the completed and signed form to **the CEO Ruth Estwick** at ceo@quintehomebuilders.com

2025 QHBA AMM - PROXY FORM

Member Business Name: _____

Voting QHBA Member Name: _____

As a Voting QHBA Member of the Quinte Home Builders' Association, I hereby appoint:

[Insert Proxy Name] _____, of
_____ (insert QHBA Member Business Name)

Or Choose one of the following Proxies:

☐

Tony Engelsdorfer, Geertsma Homes, Treasurer & Past President on QHBA Board

Or

☐

Jon Van Huizen, Van Huizen Homes, Chair on QHBA Board

will represent me as my Proxy at the QHBA Annual Meeting of Members at 12pm on November 20, 2025, at the QHBA Office – 335 University Ave, Belleville ON – Unit 1 Safety Guys Entrance.

Printed Name: _____

Signature: _____

Date: _____

Please email the completed and signed form to **the CEO Ruth Estwick** at ceo@quintehomebuilders.com