



## Associated Property Management

### ANNUAL MEETING CHECK LIST

The following are materials and or information that you should have at any Annual Meeting;

1. \_\_\_\_\_ Meeting Notice, Agenda, Proof of Notice and Affidavit of Mailing.
2. \_\_\_\_\_ Proxy, Ballots, Envelopes, Signature Envelopes, if needed.
3. \_\_\_\_\_ Alpha Sign-In Sheet, with Designated Voters and Proxy holders.
4. \_\_\_\_\_ Minutes of Last Years Annual Meeting.
5. \_\_\_\_\_ Copy of Recorded Documents and any Amendments.
6. \_\_\_\_\_ Copy of Last Financial Statement and Delinquent List.
7. \_\_\_\_\_ Any New Laws or Administrative Procedures.
8. \_\_\_\_\_ Bank Signature Cards and Bank Corporate Resolution.
9. \_\_\_\_\_ Reports of Officers and Committee Members.
10. \_\_\_\_\_ Materials for Minutes, Sign-Ins and Ballot Counting.
11. \_\_\_\_\_ Robert's Rules of Order for Reference.
12. \_\_\_\_\_ Copy of Applicable State Laws governing your Association.

**Association Name:** \_\_\_\_\_

**Place Held:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_