



## Associated Property Management

### MONTHLY MEETING CHECKLIST

#### By Associated Property Management

##### The Week Before the Monthly Meeting:

- Confirm Agenda items
- Confirm Meeting Location
- Print Notice of Meeting (3 copies)
- Print Meeting Agenda (3 copies)

##### Three to Four Days Before the Meeting:

- Post Notice of Meeting in Designated Areas on Site.
- Post Meeting Agenda in Designated Areas on Site.
- Collect and Distribute Board Member's Meeting Packets:

1. Meeting Agenda
2. Notice of meeting
3. Minutes of Previous Monthly Meeting
4. President's Report
5. Treasurer's Report
6. Manager's Report
7. Committee Reports
  - a. ACC
  - b. Communication
  - c. Covenants
  - d. Landscaping
  - e. Maintenance
  - f. Pool
  - g. Security
8. Information Related to Old Business
9. Information Relating to New Business

##### The Day Before the Meeting:

- Print additional Meeting Agenda's and Manager's Reports for Members who may attend.
- Check Tape Recorder is working, have extra batteries on hand, extra tapes, etc.

The Day After the Meeting:

- Remove the Notice of Meeting and Meeting Agendas from the Bulletin Board.
- Edit Minutes of Previous Month to reflect the Board Members Additions, Deletions and Changes
- Edit Current Month's Minutes, have to Word Processing. When finished, distribute to chosen Board Members for final edit, have changes made at APM for next month's meeting.
- Arrange for next month's meeting location.

**10-01-01**