

HOASupport

A COMMUNITY ASSOCIATION SOLUTIONS (CASOLUTIONS) WEBSITE
*For Those Involved in the Management and Support of Common Interest
Developments*

ANNUAL MEETING OF OWNERS CHECKLIST

(A checklist for discussion prior to scheduling and planning the Owners annual meeting – This list is not all inclusive, but for conversation purposes only.)

BEFORE ANNUAL MEETING – WHERE ELECTION WILL BE HELD & BUDGET RATIFICATION WILL BE CONDUCTED

- Directors – Determine Open Positions []
- Directors – Determine if candidate = spots open if ballots will proceed []
- Nomination Notices out 30 Days before Ballots Prepared []
- After Nominations forms received, determine if candidates = spots open []
- Follow Nevada law for preparation and distribution of secret ballots []
- Prepare Ballots for Election on Budget []
- Arrange for Meeting Location []
- Consider Incentives to get Owners to Attend, i.e. Raffles []
- Arrange Refreshments []
- Determine Which Committees Want to Present Information []
- Notice Meeting - 15 – 60 Days Prior Notice (Do or Include)..... []
 - Set and Mail Agenda (Notice Organization Meeting right after, but remember the difference in members’ meeting and board meeting). []
 - Official Notice []
 - Determine Owner of Record Date []
 - Secret Ballots for Directors (Separate Issue, however) []
 - Proxies (For other issues – Not Directors) []
 - IRS Roll-Over Election of Excess Funds (Talk with CPA) []
 - Consider Amendments to Documents or Rules []
 - Policy of how Meetings will be Conducted – Roberts Rules []
 - Copy of Last Year’s Minutes []
- Prepare Talley Sheet []
- Prepare Sign-In Sheet..... []
- Prepare Committee Sign-Up Sheets. []

AT THE MEETING

- Owners Sign-In (Verify Ownership)..... []
- Appoint Election Inspector(s) (Should be 1 or 3)..... []
- Verify Notices sent in accordance with NRS 116 []
- Verify Quorum (If no action will be taken other than voting, no quorum needed []
- Introductions and Appreciation..... []
- Corporate Business on Agenda (See agenda – No action taken unless on the agenda) []

- Remind Owners to Sign Up for Committee's []
- Announce Results of Voting []
- Announce Organization Board Meeting after Meeting []

**AFTER THE MEMBERS MEETING AT
SEPARATE BOARD MEETING**

- Board Elects Officers []
- Board Appoints Committee Chairs []
- Authorized Signors on Bank Accounts (Check Documents for Shall) ... []
- Prepare Action List and Distribute to Board and/or Staff []
- Prepare Draft Member's Meeting Minutes for Board **Pre-Approval**..... []
- Set planning meeting for Board Training, Set Top 10 Goals for the Year
and planning for the Year []