



## PREPARE

Have you ever found yourself unprepared at an annual meeting? Missing important documents? Unsure of how to determine voting power of the various classes of membership? Quorum questions? Candidate qualification queries? Let us help you prepare ahead of time to avoid those last minute panic attacks. We have a "Prepare" program that will put your mind at ease and simplify those dreaded annual meetings!

- Review Bylaws and CC&Rs
- Prepare or Review Draft:
  1. Class A ballot
  2. Class B ballot
  3. Notice of Annual Meeting
  4. Agenda
  5. Report of Inspector of Election
  6. Class C appointment sheet
  7. Ballot instructions
  8. Election Rules
- Prepare "Annual Meeting Requirements" cheat sheet with all annual meeting/election information with references to Bylaws/CC&Rs sections at your fingertips for quick, easy answers to any questions that may be raised at the annual meeting and/or election.
- Prepare Annual Meeting Binder (one for our office, one given to manager or board). Contains all relevant statutes, all election and annual meeting documents, including all items listed above, Annual Meeting Requirements cheat sheet, Election Rules.
- Work with management or Inspector of Election to determine quorum requirement based upon number of Class A and Class B members as of record date and voting power of each class of membership.
- Prepare for, travel to and attend Annual Meeting.
- Run Annual Meeting.
- Assist Inspector of Election with completing Report of Inspector of Election and any questions that may be raised regarding validity of ballots, proxies.