



SEGAN MASON  
& MASON, P.C.

# Annual Meeting Checklist

See how prepared you *really* are.







SEGAN MASON  
& MASON, P.C.

# **Some Questions**

you should be asking yourself...





SEGAN MASON  
& MASON, P.C.

# When do the Governing Documents require you to **schedule** your Annual Meeting?







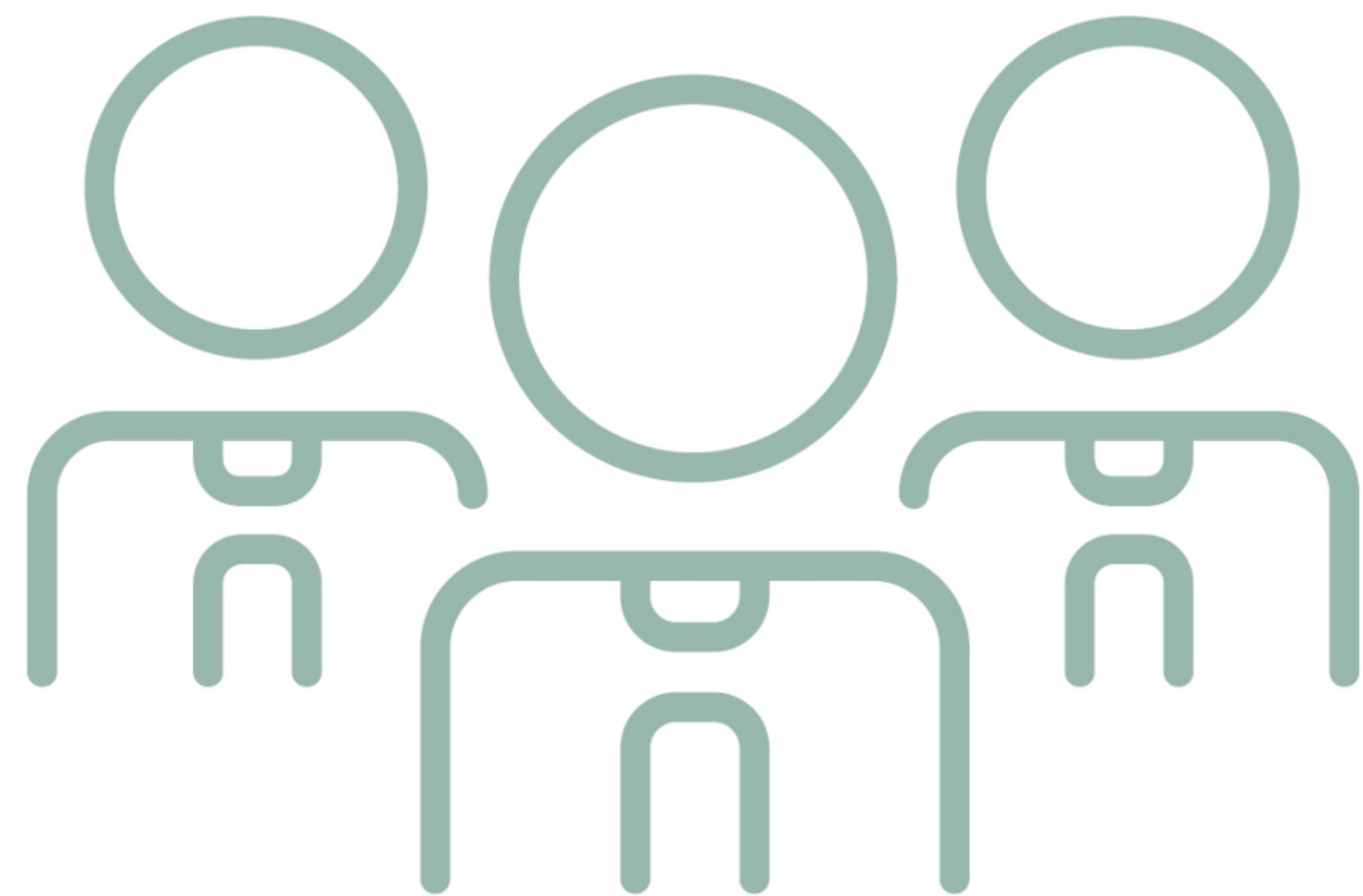
When do you need to begin  
preparation?







Is an “Elections Committee” or  
“Nominating Committee” required?







How many Directors are  
up for election?







For what time period?







SEGAN MASON  
& MASON, P.C.

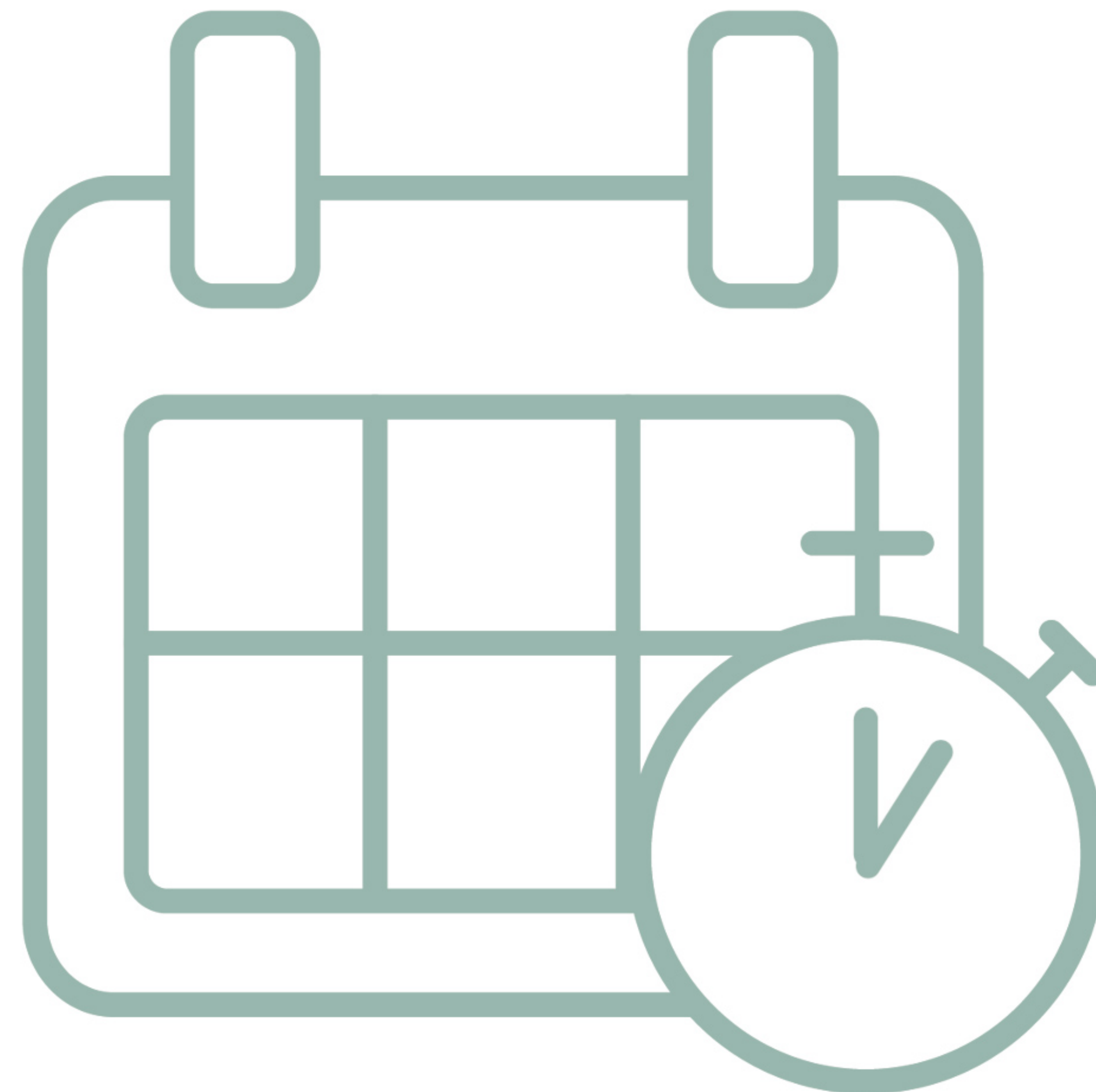
# Is there a Director Vacancy to fill?







For what time period?





SEGAN MASON  
& MASON, P.C.

# Proxy form drafted consistent with Governing Documents?





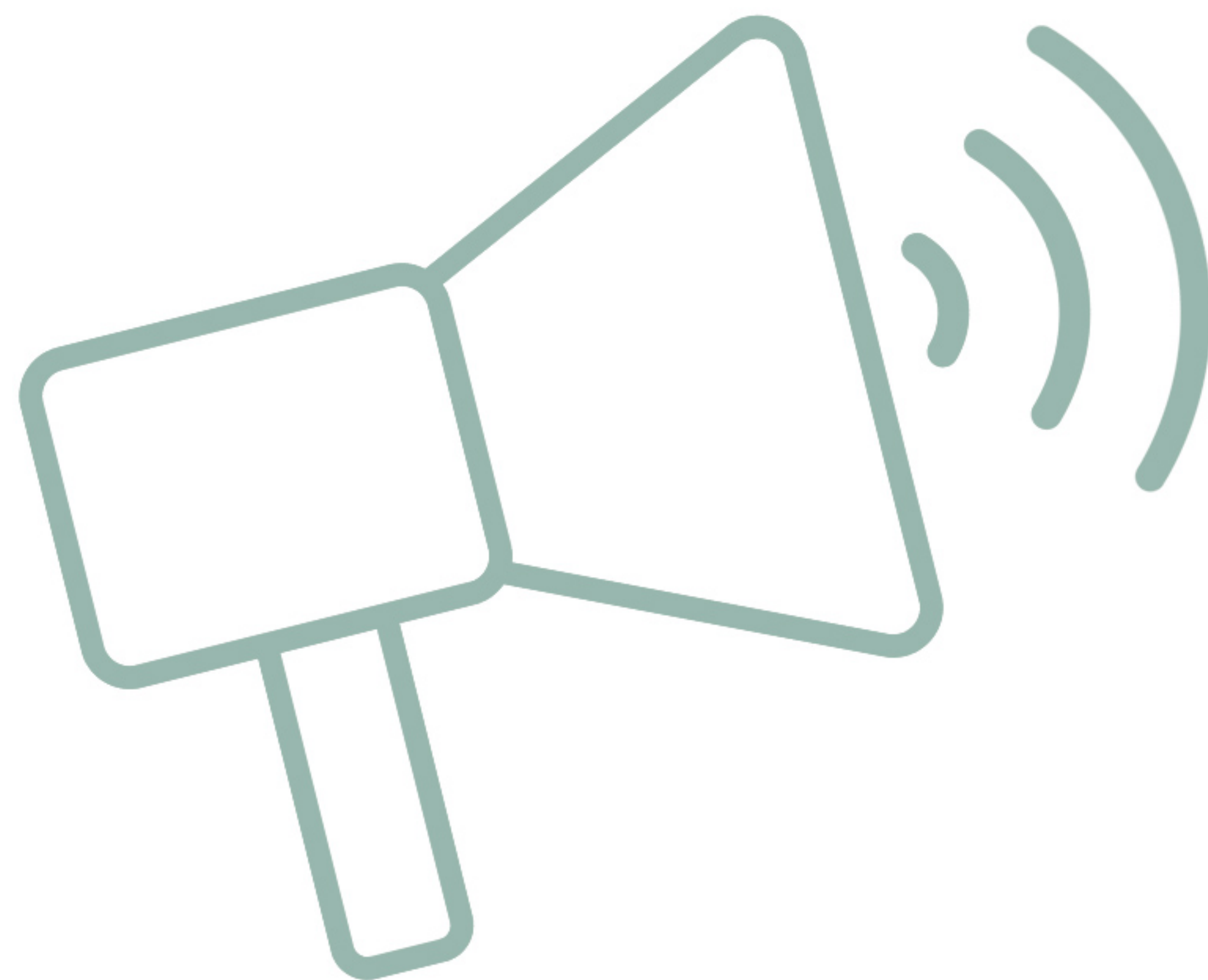


# Using “Perfect Proxy Form”?





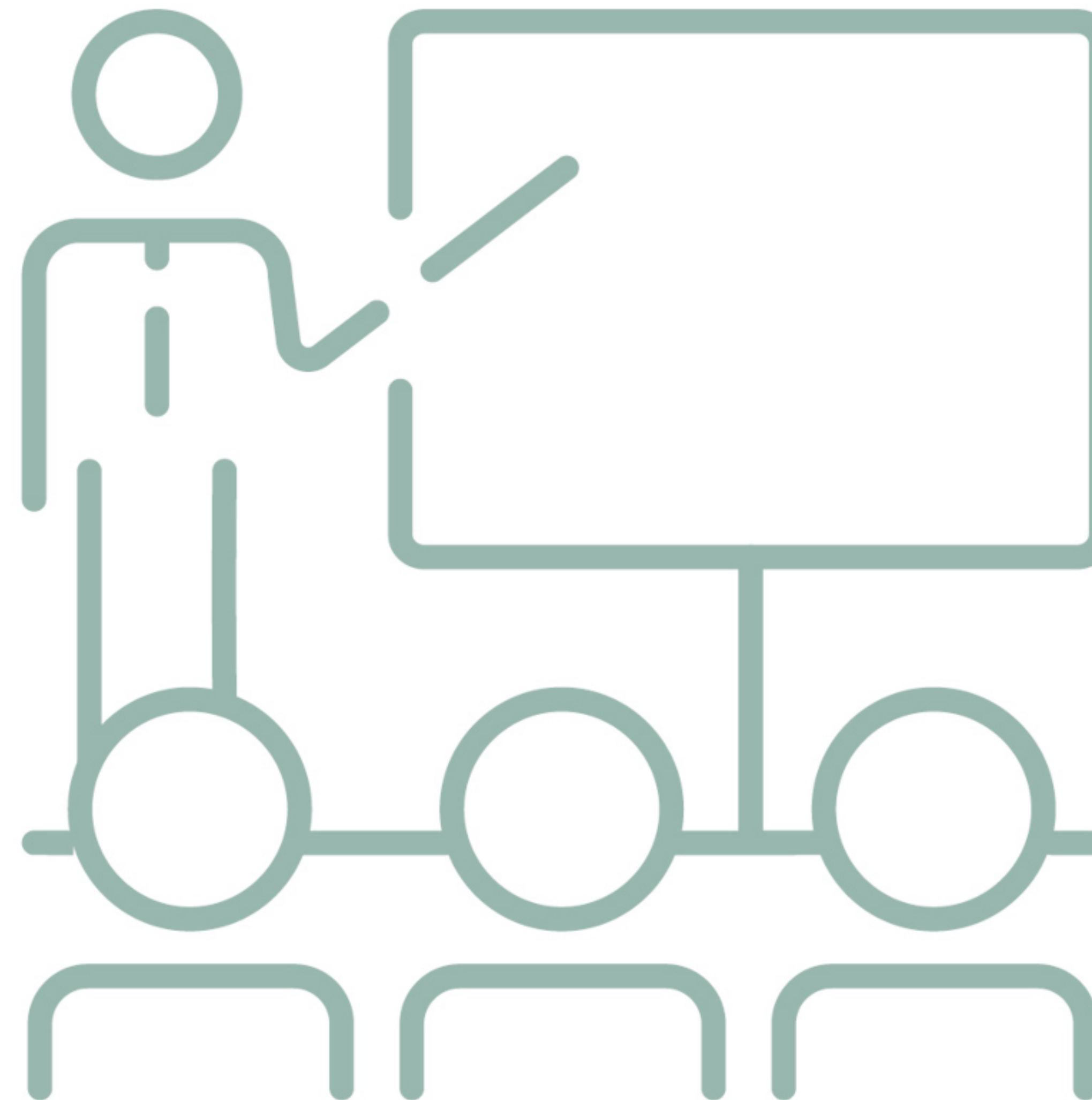
# Annual Meeting Notice drafted & sent as required by Governing Documents?





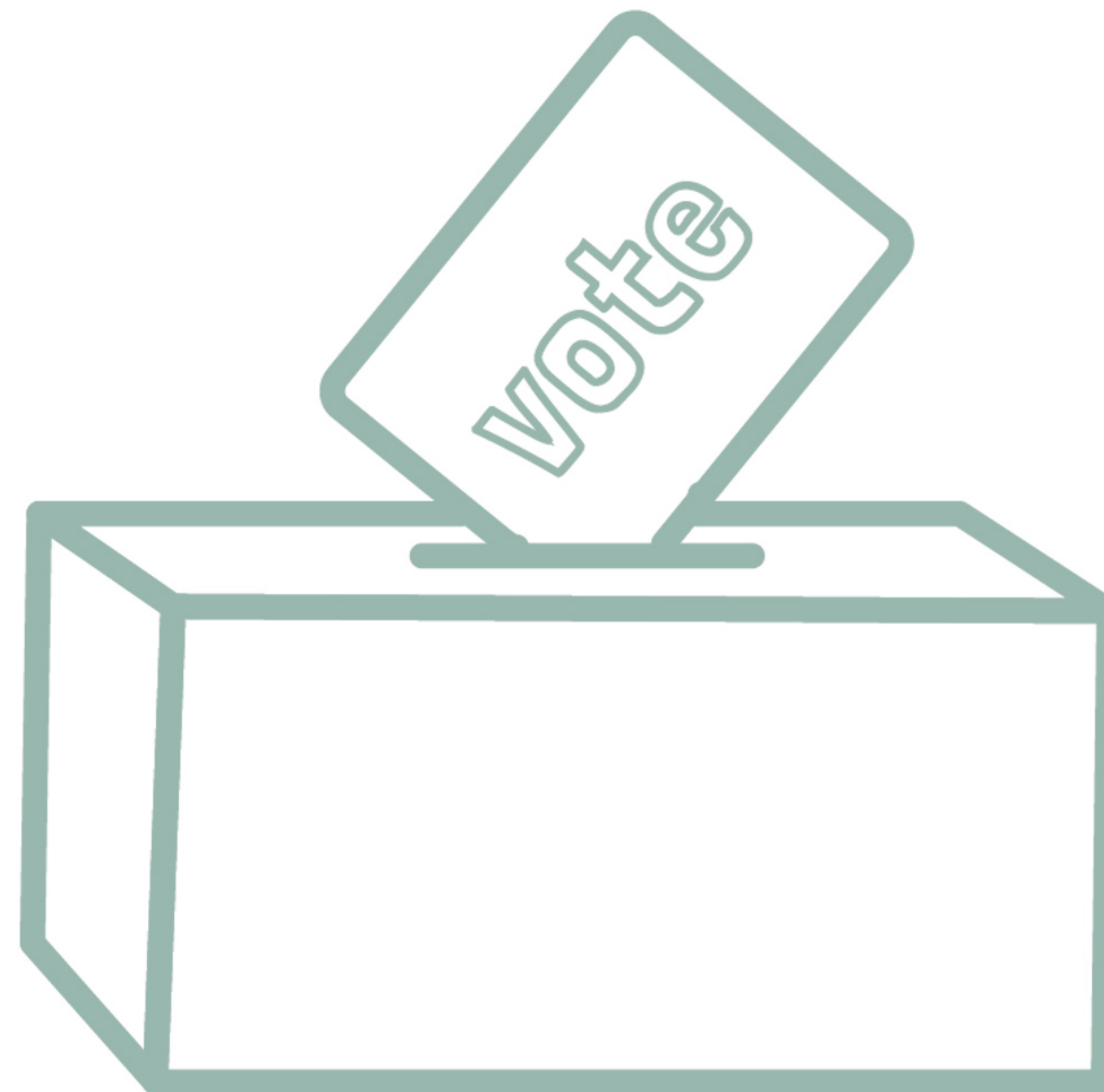


What is being considered  
at the meeting?





# Election?







# Amendments?





# Other issues?







How many owners are  
needed for Quorum?





Do you know what to do if you  
fail to reach quorum?







SEGAN MASON  
& MASON, P.C.

Do you know who can vote?





SEGAN MASON  
& MASON, P.C.

Do you know who can vote?

Delinquency?

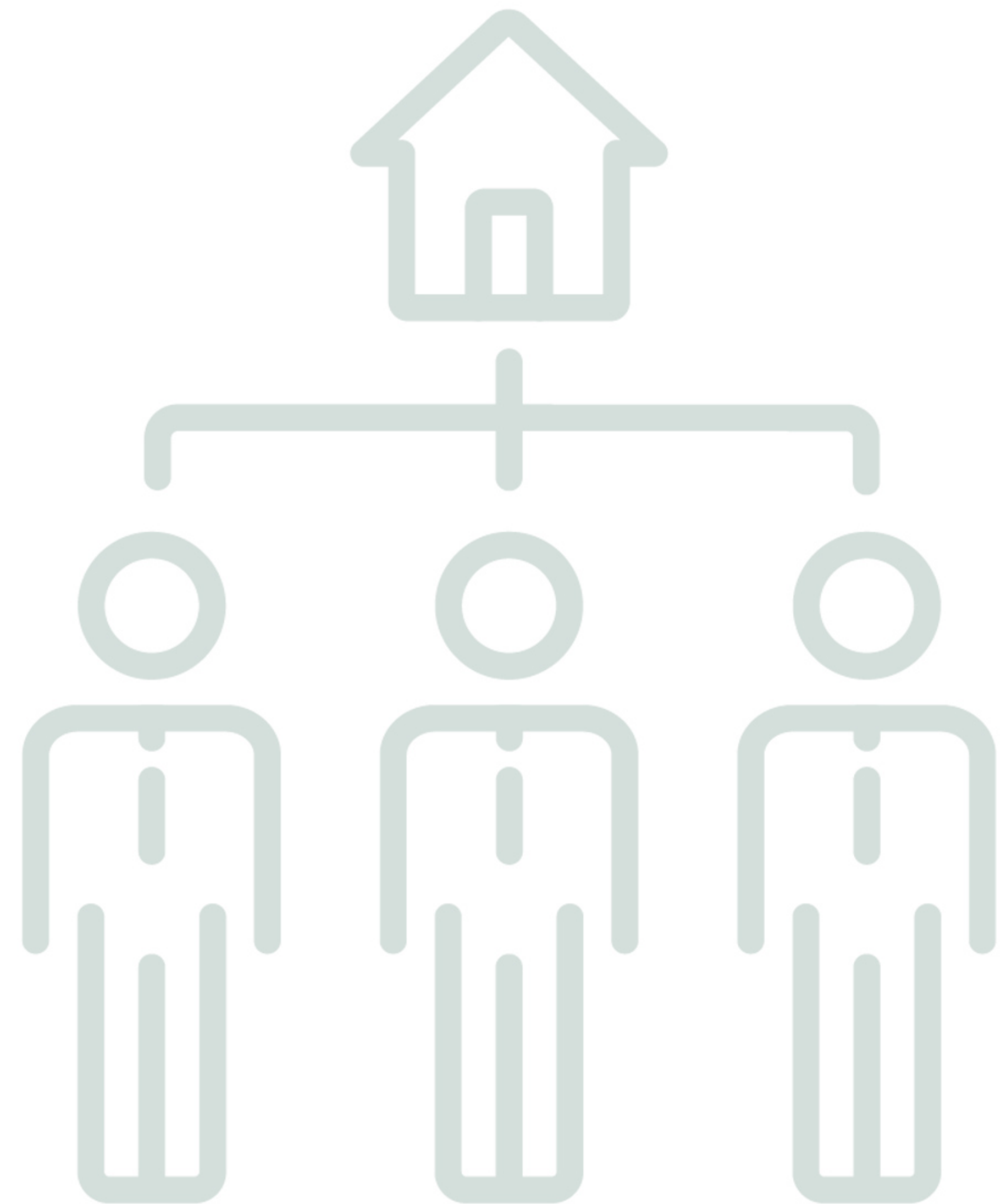






SEGAN MASON  
& MASON, P.C.

Do you know who can vote?



Delinquency?  
Multiple owners?



SEGAN MASON  
& MASON, P.C.

Do you know who can vote?



Delinquency?

Multiple owners?

Commercial owners?





SEGAN MASON  
& MASON, P.C.

And how?

Percentage

vs.

1 unit / 1 vote?







SEGAN MASON  
& MASON, P.C.

# Do the Governing Documents provide the agenda for the meeting?







# **Got Questions?**

Or need help getting ready for  
your Annual Meeting?



SEGAN MASON  
& MASON, P.C.

*We are here for you.*



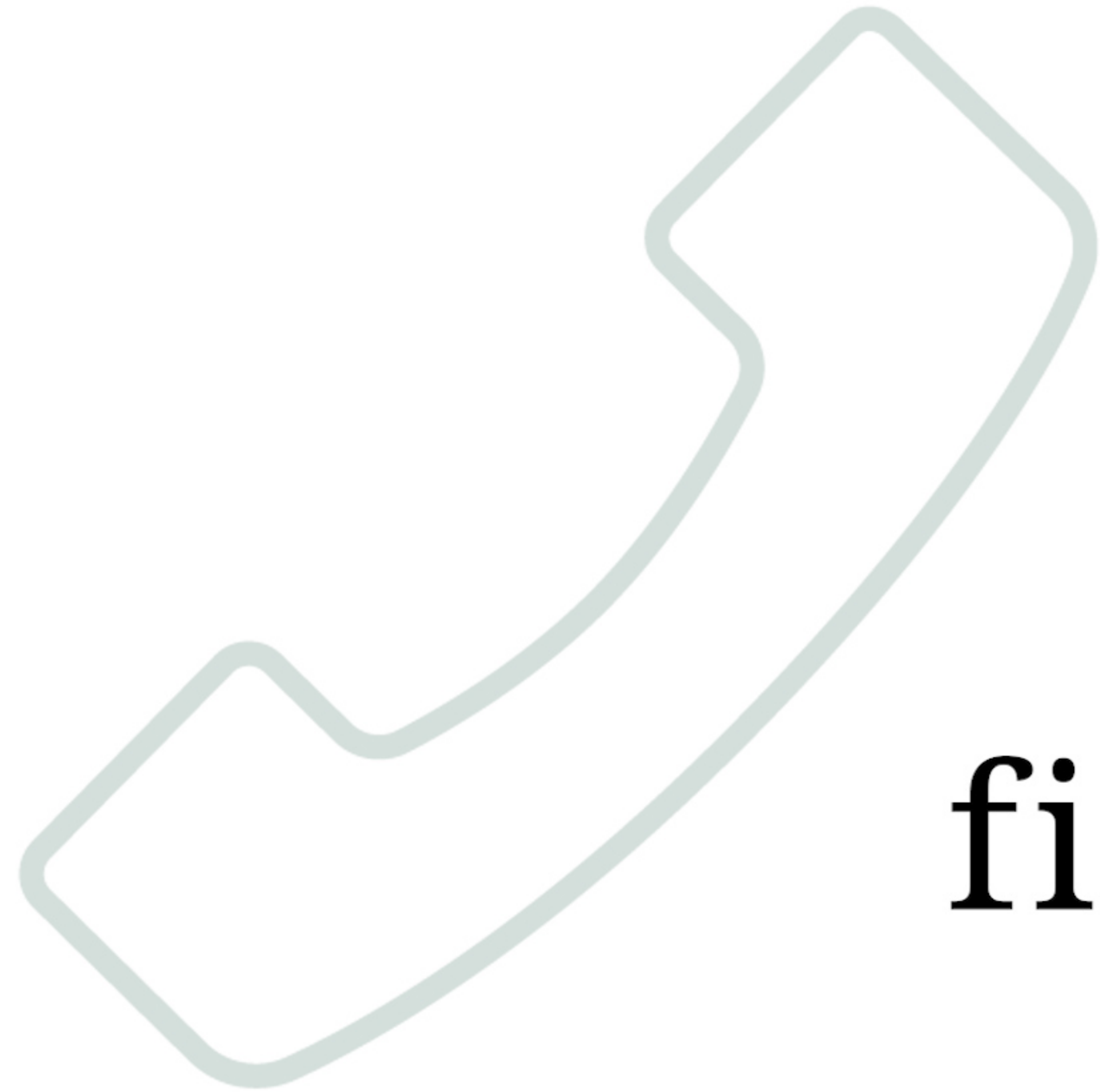


SEGAN MASON  
& MASON, P.C.

(703) 354-9170

firm@seganmason.com

www.SeganMason.com







SEGAN MASON  
& MASON, P.C.

---

*Counseling Communities*