



## INFO BD – LAP ANNUAL MEETINGS – TYPICAL FORMAT

### **Annual Meeting Typical Agenda:**

- ✓ *Current Board will meet for a 30-minute meeting at 6:00 PM at Clubhouse*
- ✓ *Owners arrive at Clubhouse between 6:45 PM and 6:55 PM – Tenants Prohibited*
- ✓ *Owners sign in and receive Annual Meeting Packet* 
  - a. *Voting ballot with write-in space for candidates (one ballot per Unit)*
  - b. *20xx Annual Meeting Minutes*
  - c. *A summary looking back into 20xx*
  - d. *12-31-20xx Balance sheet*
  - e. *1-1-xv through 12-31-xv Budget Report*
  - f. *Submitted Candidate Nominations, prior to Annual Meeting*
- ✓ **Call to Order** at 7:00 PM, by President
- ✓ *Secretary begins taking meeting minutes*
- ✓ **Community Update**, by President
- ✓ **Financial Report**, by Treasurer
- ✓ **Introduction of Candidates & Nominations**, by Property Manager
- ✓ **Voting to Elect two Directors**, All present and Proxies
- ✓ **Open Discussion & Questions**, Led by President–Utilizing Robert’s Rules of Order 
  - a. *Open discussion and questions time frame – about 30 minutes*
  - b. *Discussion Process*
    - *Raise hand to be recognized and called upon*
    - *Give full name and Unit number – speak loudly*
    - *Pose topic or question to the Board Member(s)*
- ✓ *Counting of Ballots*, by Property Manager
- ✓ **Announcement of Election Results** for two new Members, by Secretary
- ✓ **Adjournment** at 8:00 PM, by President
- ✓ *Everyone to exit by 8:15 PM to allow for New Board Member Discussion*
- ✓ *New Board Members meet with Current Board Members – 15 to 20 minutes*
- ✓ *Current Board Member(s) leaving the Board, turn over Board Member Handbooks to new Board Members*
- ✓ *New Board Members advised of next Board Meeting*
- ✓ *Annual Meeting Event Ends by 8:30 PM*

### **Typical Duties of an LAP Board Member, not an all-inclusive list:**

- *Always act and vote in the best interests of the community as whole*
- *Always act in an unbiased manner on all matters taken up by the Board*
- *Understand the contents of the Lakes at Polaris Documents, especially the bylaws*
- *Attend Monthly Board Meetings, if possible – Expectation is a minimum of 10/year*
- *Participate and contribute to Board Meeting proceedings and discussions*
- *Investigate/Evaluate contractors and contracts to the benefit of the Association*
- *Vote on contract approvals or denials*
- *Present items for the Board to consider and vote on*
- *Investigate opportunities to reduce costs*



- *Participate in or lead a committee, if possible*
- *Bring forward ideas to benefit the community*
- *Work with the Treasurer to develop and approve the Annual Budgets*
- *Assume one of the roles for a Board Officer – President, Vice President, Treasurer, Secretary as the need arises*
- *Act on assignments that may be required by the Board President*
- *Assist Board Officers whenever possible*
- *Assist other Board Members as needed*
- *Address Owner and Tenant rule infractions whenever they are observed*
- *Listen to Owner concerns and act upon them in the best interest of the community*

**President's Duties** - In conjunction with the previous Board Member items, not a complete list:

- ✓ *Preside over the Monthly and Annual Meetings*
- ✓ *Call for a vote on items before the Board*
- ✓ *Assist the Property Manager with meeting agendas as needed*
- ✓ *Approve and Sign contracts*
- ✓ *Schedule Monthly Board Meetings*
- ✓ *Work closely with the Association's Property Manager*
- ✓ *Ensure Lakes at Polaris documents are maintained and enhanced when needed*
- ✓ *Assist new Board Members with understanding their duties*
- ✓ *Focus on cost controls and efficiency items that make sense and do not alter the operations of the Condominium Association to the detriment of the Owners and property values.*

**Vice President's Duties** - In conjunction with the previous Board Member items, not a complete list:

- ✓ *Preside over the Monthly and Annual Meetings when the President is unavailable*
- ✓ *Call for a vote on items before the Board when the President is unavailable*

**Secretary's Duties** - In conjunction with the previous Board Member items, not a complete list:

- ✓ *Take Meeting Minutes at all Board, Annual, and other Meetings that may be called*
- ✓ *Take both Meeting Minutes and Executive Session Meeting Minutes as needed*
- ✓ *Publish Meeting Minutes in a timely manner to Board Members and the Property Manager*
- ✓ *Maintain the Bulletin Board at the Mailboxes*
- ✓ *Monitor and Manage the Clubhouse Social Room and Activities*

**Treasurer's Duties** - In conjunction with the previous Board Member items, not a complete list:

- ✓ *Manage The Lakes at Polaris Condominium Association LLC finances working with the Property Manager and Sentry financial systems*
- ✓ *Present a Treasurer's Report on the state of the Associations business at each Board Meeting*
- ✓ *Propose and present the next year Annual Budget to the Board of Directors in September for review and comments each year*
- ✓ *After Board consideration present a final Budget for approval by the Board of Directors in October of each year. Working with the Property Manager distribute the new annual budget to Owners by November 30<sup>th</sup> each year.*