

The Complete **CONDO ANNUAL MEETING** Guide



The Impact of Annual Meetings

In condominium corporations, regular board meetings are essential to the community's operations. However, once a year, there is a meeting that takes on greater importance in the form of an annual meeting. Open to all owners and with a larger agenda of high-priority items, annual meetings are the time to give updates, address significant issues, and help set the community up for success in the year ahead.

As the industry leader, Associa has more than 43 years of experience helping thousands of communities and board members plan and execute annual meetings. Read on to learn more about annual meetings, how to plan them, common pitfalls, and tips for hosting and increasing attendance.



About Annual Meetings

As mandated by the Condominium Act, an annual meeting is a general meeting for all condominium owners. These gatherings happen once a year and bring board members, management representatives, partners, and residents together to discuss legal and functional matters.

Overall, annual meetings are a chance to:

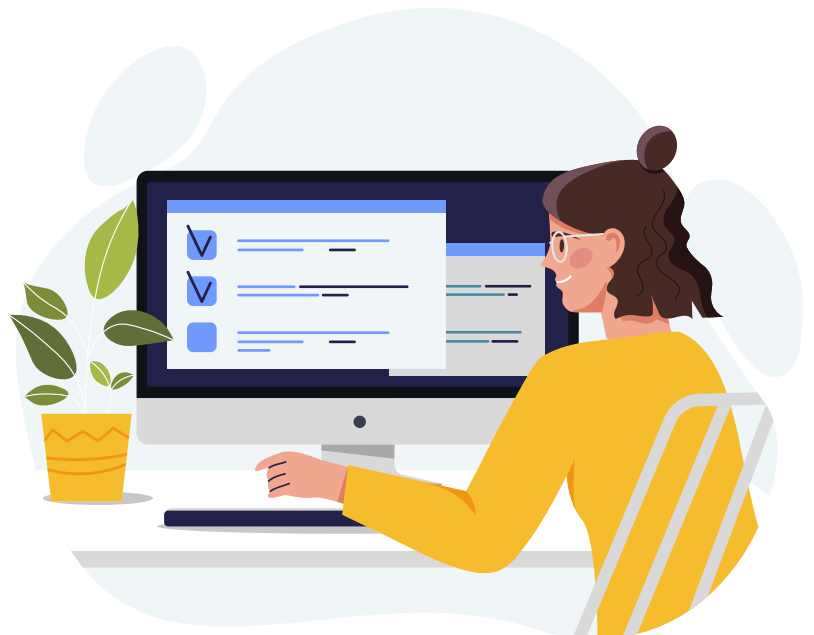
- Elect new board members
- Review the annual audit
- Amend documents
- Showcase the community's value
- Update the membership on capital projects



How to Plan an Annual Meeting

Annual meetings are crucial events throughout the life of a corporation, and making the most of them takes careful planning. Communities must meet certain requirements related to planning, timing, and size of the annual meeting. While you should check with your Condominium Manager for specifics related to the legal requirements, communities can typically pencil in a date for their annual meeting well in advance and follow the below planning schedule leading up to it:

- **60 days out:** Collaborate with your community manager to select a date and location for the meeting and prepare the annual meeting notices and meeting materials. Develop an agenda that addresses hot topics, like upcoming projects, dues, and social events, and invite special guests, including vendors and contractors, to attend.
- **40 days out:** Distribute your preliminary meeting notice to owners. Include additional materials that will be helpful for the meeting and/or as required by law.
- **17 days out:** Distribute the notice of meeting to owners. Again, include additional materials that will be helpful for the meeting and / or as required by law.
- **5 days out:** Send an email reminder to all involved parties and prompt them to submit a proxy if they cannot attend. A proxy allows someone else to attend and vote on their behalf. Also, confirm details with special guests and meeting room reservations.
- **Meeting day:** Bring a sign-in sheet, extra copies of the agenda, ballots, and pens with you. Make introductions and welcome new homeowners to the community. Be focused and follow the agenda. If there's a lot to discuss, set a time frame so that all agenda items can be covered.





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8 Tips for Hosting a Successful Annual Meeting



Making the most out of your annual meeting is key to the condo's success. Follow these eight tips to help your annual meeting live up to its full potential.

1. Be proactive about non-attendance.

The annual meeting cannot take place if quorum isn't met. To prevent this scenario, invite all owners to submit a proxy. Proxies can be rescinded if the member ends up attending the meeting, but if not, their submission can take the place of attendance and allow a quorum to be established.

2. Make the meeting exciting.

Make your annual meeting something attendees can look forward to. Invite a special guest to speak, hold the meeting at a unique location, or provide food, drinks, and prizes, if your budget permits. These extras will create interest—and encourage participation and attendance.

3. Keep the meeting on task.

Keep each topic of discussion as brief as possible, and don't let the conversation stray from the agenda. These actions show that the board takes its role seriously and ensures homeowners stay engaged.

4. Present information clearly.

When presenting items, state the purpose of what you're explaining, the community's goals related to that item, and the desired or current results. Attendees won't always understand condo-related language, so avoid overusing jargon and try to present in a simple and clear manner.

5. Involve homeowners.

Make homeowners feel valued. The decisions made at the annual meeting will affect them directly, so their input should be respected. Acknowledge this from the moment they walk in by greeting and mingling with residents before the meeting begins. As you move through the agenda, give adequate time for input and questions.

6. Record and distribute meeting minutes.

Minutes are required at every condo meeting—and they're even more critical during the annual meeting. As a legally binding record of meeting activities, make sure your annual meeting minutes are detailed and formatted correctly.

7. Highlight accomplishments.

Maintain a sense of positivity at your annual meeting and give attendees confidence in the future of the condo. Do this by emphasizing your community's accomplishments over the past year, thanking volunteers, and teasing exciting projects and events.

8. Keep track of topics for future meetings.

It's unlikely you'll be able to address every question and concern that comes up during the annual meeting. To avoid losing track of topics, consider having a suggestion box for attendees to submit talking points that can be tackled in future meetings or communications.





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