



SAMPLE ANNUAL MEETING NOTICE

NOTICE OF MEETING (Name of Association) ANNUAL MEETING

_____ (Date)
_____ (Time)
_____ (Location)

In accordance with the By-Laws of _____ Association, you are hereby notified that the _____ (Year) Annual Meeting will be held at _____ (Time) on _____ at _____ (Location).

The purpose of the meeting is to update the membership on Association issues and the financial status of the Association, to present the _____ (Year) Budget, and to elect the _____ (Number) Association Directors. The Budget and related documents are enclosed with this notice.

To satisfy the quorum for this meeting, Owners holding _____ (Percent) of the (eligible) Association vote must be present in person or represented by proxy at the meeting. Only those homeowners who are current with their Association fees may count towards this quorum and vote at the meeting. Your attendance is important and definitely needed.

Enclosed is a proxy which you may use if you cannot attend. If you cannot attend or are uncertain about whether you can attend the meeting, it is important for you to give your proxy to another homeowner who plans to attend this meeting, or you may mail it to the following address to be received prior to the meeting:

(Name)
(Address)
(City, State, Zip)

We hope to see you at the meeting and appreciate your continue support of the Board. If you have questions regarding the meeting, please do not hesitate contacting us.

Thank you,

Board of Directors / Managing Agent
[Association Name]

Enclosures