



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!

We are able to provide your association with the following services:

- Review bylaws and CC&Rs
- PREPARE or review draft:
 - Class A ballot
 - Class B ballot
 - Notice of Annual Meeting
 - Agenda
 - Report of Inspector of Election
 - Class C appointment sheet
 - Ballot instructions
 - Election Rules
- PREPARE “Annual Meeting Requirements” documents with all annual meeting and/or election information with references to bylaws and CC&Rs sections at your fingertips for quick and easy answers to any questions that may arise at the annual meeting and/or election.
- PREPARE Annual Meeting Binder for the board or manager’s use. This binder contains all relevant statutes, all election and annual meeting documents, Annual Meeting Requirements, Election Rules, and all items listed above.
- Coordinate with management or the Inspector of Election to determine quorum requirements based upon the 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 the annual meeting.
- Facilitate the annual meeting.
- Assist the Inspector of Election in completing the Report of Inspector of Election and answer any questions that may arise regarding the validity of ballots and/or proxies.