**Annual Meeting Checklist**

*Association Name*  
ANNUAL MEETING (*XX/XX/XXXX)*

| **ITEMS** | **CHECKLIST** | **PROPERTY MANAGER** | **DATE OF MEETING** | **MAILING DATE** |
| --- | --- | --- | --- | --- |
| Notice Mailed |  |  |  |  |
| Proxy Mailed |  |  |  |  |
| Budget Mailed |  |  |  |  |
| **ITEMS FOR ANNUAL MEETING** |  |  |  |  |
| Notice |  |  |  |  |
| Agenda |  |  |  |  |
| Ballot |  |  |  |  |
| Proxy |  |  |  |  |
| Budget |  |  |  |  |
| Sign-In Sheet |  |  |  |  |
| Previous Annual Meeting Minutes |  |  |  |  |
| Election Spreadsheet |  |  |  |  |
| Signature Cards for Banking |  |  |  |  |
| Adding Machine |  |  |  |  |
| Pens |  |  |  |  |
| Manager’s Approval & Initials |  |  |  |  |

**DISCLAIMER:** These sample forms and agreements are not endorsed by BRP Education™. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.