**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 |  |  |  |  |

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