



## Sample Annual Meeting Notice

*Notice of the Annual Meeting of The \_\_\_\_\_ Community Association, Inc.*

The Board of Directors is pleased to announce that the annual meeting of The \_\_\_\_\_ Community Association, Inc. will be held on \_\_\_\_\_ (date), at \_\_\_\_\_ (time), at \_\_\_\_\_ (location).

The Board encourages you to attend this important meeting. At this meeting, we will provide reports on the board's accomplishments over the past year, the board's capital project plans for the next year, and the financial condition of our association. We also will elect \_\_\_\_ directors at the meeting. If you are interested in running for a position on the board, please contact \_\_\_\_\_ in writing by \_\_\_\_\_ (deadline).

We will also take nominations for election of directors from the floor at the meeting.

If you are unable to attend the annual meeting, or are unsure about whether you will attend, please complete the enclosed proxy and return it to any board member or our managing agent at \_\_\_\_\_ (address). If you provide a proxy and then attend the meeting, we will return your proxy to you at the meeting. We must establish a quorum to conduct business at the meeting, so it is important for you to attend or provide a proxy.

Please note that homeowners who are shown on the Association's books or records as more than 30 days past due in assessments or charges will be ineligible to vote or to run for a seat on the Board of Directors. To verify that you are in good standing or that you are shown as the owner on the Association's records, please contact the Association's managing agent at \_\_\_\_\_ (phone number). We look forward to seeing you at the annual meeting.

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The Board of Directors