

JAMES LANDING PROPERTY OWNERS' ASSOCIATION INC.

POLICIES AND PROCEDURES

Policy No: 007-03 PREPARATION FOR ANNUAL MEETING

Policy: It is the policy and responsibility of JLPOA Board of Directors to hold an annual meeting on the first Monday in November of each calendar year.
The purpose of this meeting is to notify the residents of actions taken throughout the year, report the financial status, present the budget for the next year, and vote on any open board positions. Any issues requiring a vote of the residents will also take place at this meeting.

Procedure:

1. During the month of September, and prior to October 1st, the current president of the Board should send a letter inviting residents to run for a position on the board (attach. C), and provide a letter of intent to run (attachment D) as well as a candidate information sheet (attachment E) to be completed and returned by October 15th.
2. During the month of September, and prior to October 1st, the package for the annual meeting will also be prepared for mailing.
 - The official meeting Notice for Annual Meeting (see attachment A) should contain the date, place and time the meeting begins, as well as an agenda. In addition, a special note will indicate the need for a quorum.
 - A Limited Proxy (see attachment B) accompanies the meeting notice giving detailed instructions.
 - After compiling the above information and forms, place one of each in envelopes size 6" x 9" (with NO metal clasps). Include a self-addressed, stamped envelope (size 9) for residents to return their proxy's and candidate information.