

Annual Meetings

Board Approved September 9, 2026

Purpose

The Annual Meeting provides members an opportunity to interact with their neighbors, provide input on community issues, hear reports from Officers and committees, and elect Directors.

Meeting Information

The Annual Meeting is held on a Saturday in February.

Members receive notice of the Annual Meeting at least thirty (30) days before the meeting.

The notice includes the date, time, location, agenda, voting information, and information regarding any matters requiring member action.

Information regarding how members may submit questions or participate in the meeting is provided in advance.

Agenda

The President develops the Annual Meeting agenda with input from Directors.

The agenda includes the election of Directors, presentation of required reports, member participation, and other Association business properly brought before the membership.

Members may suggest matters for consideration at the Annual Meeting by submitting them in writing to the President no later than the December Board meeting.

Annual Reports

Officers and Standing Committee Chairs prepare and submit annual reports summarizing significant activities, accomplishments, issues, and anticipated priorities at least three (3) weeks before the Annual Meeting.

Officer and committee reports are available to members through Annual Meeting materials or Association communications.

Director Elections

Director elections are conducted at the Annual Meeting in accordance with the Bylaws and the Elections & Nominations Governance Resource.

Eligible members sign in to verify voting eligibility and receive voting materials.

Election results are announced before the Annual Meeting is adjourned.

Member Questions and Participation

Responses to written questions received in connection with the Annual Meeting are provided to the members who submitted them within thirty (30) days. All written questions and responses are also posted on the Association website within thirty (30) days after the Annual Meeting.

If the agenda allows member participation (Q&A), and your question is not addressed at the meeting, submit the question in writing for a written response.

Meeting Minutes

The Secretary or designee records the official minutes of the Annual Meeting.

Draft minutes are reviewed by the Board and posted on the Association website clearly identified as “Draft – Not Yet Approved.” Annual Meeting minutes do not become the official approved minutes until approved by the membership at the next Annual Meeting.

Upon approval, final minutes are posted on the Association website.

Related Governance Resources

- [Elections & Nominations](#)
- [Member Rights & Responsibilities](#)
- Board Meetings

Governing Authority

- [Bylaws Article VI – Association Meetings](#)
- [Bylaws Sections 7.8–7.9 – Nominations and Election of Directors](#)
- *Robert's Rules of Order Newly Revised*