



# Surfside III Homeowners Association

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*C/O Lordon Management Company*

## **ANNUAL ELECTION MEETING AGENDA**

**DATE: November 11, 2017**

**TIME: 10:15 AM**

**LOCATION: Clubhouse**

1. Meeting Called to Order.
2. Determination & Announcement of Quorum or Lack of Quorum.
3. Proof of Notice of Meeting.
4. Reading of the Minutes of the Last Annual Meeting and approval by the members.
5. Presentation of the Financial Report and approval of the Tax Resolution by the members.
6. Ballot Tabulations:
  - a) Announce the Inspectors of the Election.
  - b) Membership Cast Ballots for the Election.
  - c) Close Polls.
  - d) Determination & Announcement of Quorum or Lack of Quorum. – No envelopes opened.
  - e) If Lack of Quorum, Reschedule Meeting with Quorum Requirement Reduced to 25% and Adjourn Meeting. The board can reschedule the annual meeting at least 5 days or no more than 30 days.
  - f) If Quorum Achieved, Begin Counting.
  - g) Opening of Outer Envelopes – Place Inner Envelopes in Ballot Box.
  - h) Opening of Smaller Inner Envelopes and Begin Tabulations.
7. Results of the Election.
8. Board organization – Board elects its officers.
9. Adjournment of the Annual Meeting.

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