



EJF REAL ESTATE

SUCCESSFUL ANNUAL MEETINGS

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What is it?

The annual report of the Board and Officers on the business of the Association. The election of Directors.

What isn't it?

Social hour, open forum, complaint forum.

If you are concerned about an issue that may come up at the meeting, or need additional guidance consider inviting your attorney to your Annual Meeting. Check your retainer, many agreements include this service. Remember, the only business that can be conducted at an Annual Meeting is what is announced in the notice for the meeting.

NOTICE REQUIREMENTS

DC:

DC Condo Act requires 21 day notice of annual meetings. There is no DC Cooperative or HOA Act. DC code allows for electronic delivery of meeting notices and information regardless of governing document provisions **provided that recipient-owners have provided affirmative authorization to receive electronic notice.**

MD:

MD Condo Act provides for not less than 10 and not more than 90 day notice of annual meetings. The Cooperative Housing Act and HOA Acts do not specifically address notice. The Maryland Condominium Act, Homeowners Association Act, and Cooperative Housing Corporation Act all allow for notice of meetings/delivery of information by electronic transmission (i.e. via e-mail) as long as the Board of Directors authorizes the delivery of notices/information by electronic transmission **and members provide written authorization to opt-in to receiving notices and information via electronic transmission.**

VA:

VA Condo Act and POA Acts require 14 day notice of annual meetings. Unless specifically prohibited by the condominium docs, the Code of Virginia allows for electronic delivery of notice **but if an owner is unwilling or unable to participate electronically, the Association must provide them with a reasonable alternative at the Association's expense.**

WHAT IS QUORUM?

Always consult your governing documents, but the state/commonwealth minimums are as follows:

DC:

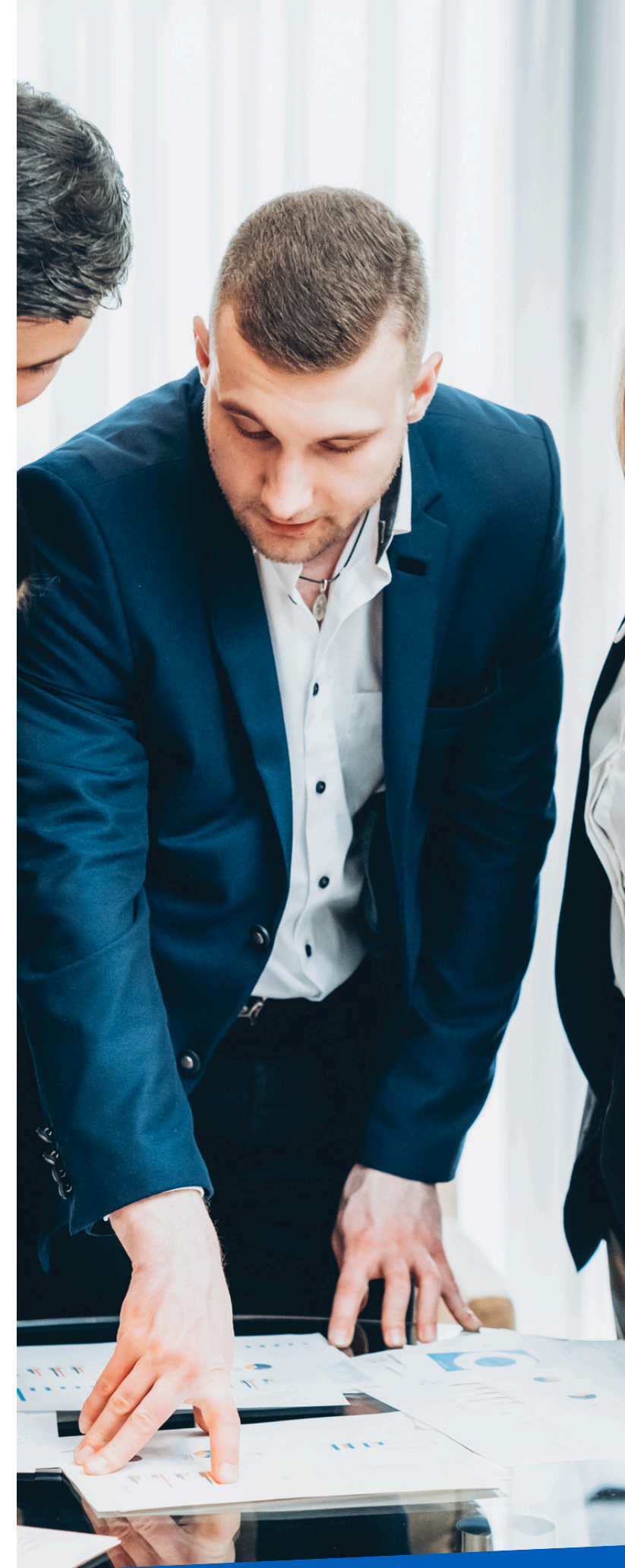
The minimum quorum is 25%. Bylaws may increase the minimum, but it cannot be lowered below the statutory quorum.

MD:

Condo Act: unless otherwise provided by bylaws, quorum is present if persons entitled to cast 25% of the total votes appurtenant to all units is present. HOA Act is the same

VA:

POA Act states: Unless the condominium instruments otherwise provide otherwise, quorum is present if persons entitled to cast more than 1/3 of the votes present at the beginning. Bylaws may provide for a larger percentage, or a smaller percentage not less than 10%. Condo Act refers to same section.



A top-down view of a person's hands using a smartphone and a laptop on a tiled desk. The person is holding a yellow smartphone in their left hand and has their right hand on the laptop keyboard. The desk is covered with a light-colored, square-tiled surface. A blue and white geometric pattern is visible in the top-left corner of the image.

HOW DO WE GET QUORUM?

Plenty of notice – The limits set by the bylaws and relevant state, city and county statutes are the absolute minimum amount of notice required. Set your annual meeting date as soon as possible. Consult your bylaws, it's rare, but the date may actually be set there.

Use Proxies

Provide your owners with the option to be represented via proxy if they're not able to attend in person.

Consider a guest

If you're concerned about getting quorum, maybe invite someone to speak about something in your neighborhood. Are you concerned about safety in your neighborhood? Your local police may have a public safety officer who could present. In DC, consider reaching out to your ANC representative for a presentation on what's going on in your neighborhood.

Offer virtual meeting options

DC, MD and VA all allow for virtual meetings. This allows you to more easily reach your non-resident owners.

Reminders

Set calendar reminders for reasonable reminders to go out, including your proxy, to be sure everyone has you on the calendar.

Bribery

Had trouble reaching quorum in the past? Consider a raffle for a nominal prize – an Amazon gift card or something similar may spark interest.

A hand holding a gold pen points at a tablet screen. The screen displays a business dashboard with a horizontal bar chart, a pie chart, and a vertical bar chart. In the foreground, there are papers with a pink sticky note and a blue pen.

BE PREPARED

As the day approaches, what can you do to ensure success?

- Review your proxies received to gauge potential attendance
- Prepare and review your report to the owners
- Make sure you have copies of last year's minutes – they need to be reviewed and approved. Bonus points for sending them in advance of the meeting to allow you to waive the reading of them live.
- Prepare your ballot. If you're meeting virtually, this may entail engagement with an online voting platform.
- Circulate your agenda in advance so your owners/shareholders know what to expect.
- Chat with your Community Association Manager to set expectations of who will be responsible for what parts of the meeting. You may want to have an annotated agenda showing who is responsible for what portions of the meeting and citing the governing document sections that pertain to each section available to the Board to aid in conduct of the meeting.



IT'S YOUR BIG DAY!

Remember, this is the Board's meeting, and it's your chance to shine.

For some owners, this may be the only meeting of the year they attend. Be friendly, but be professional. Remember – your Association is a business and this is the annual meeting of its members.

Set boundaries. The only business that can be conducted at the Annual Meeting is what is included in the notice. You need to work with your trusted professionals to maintain control of your meeting.

IT'S OVER! YOU'VE MADE IT THROUGH YOUR MEETING, NOW WHAT?

Have an organizational meeting

Most governing documents require it. Pull together the newly elected Board, establish Officer positions and set goals/expectations for the coming year. If you're able to, set your meeting schedule for the year.

Notify your owners of the newly elected Board members and chosen Officer Positions.

Send out information

You probably approved the minutes from the prior annual meeting. Those should now be sent out to your owners.

Register as appropriate

Depending on your jurisdiction, you may be required to register with the state or county. Some jurisdictions even require training for Board members. Consult with your manager to make sure that registration and training requirements.

CORPORATE TRANSPARENCY ACT

Coming January 1, 2025



QUESTIONS?

