

# *The Legends at Grove City Condominium Association*

*Administration Policy*

*A-02*

## *Policy on Annual Meeting*

*Drafted:* January 17, 2024

*Adopted:* February 14, 2024

*Revised:*

## *Policy on Annual Meeting*

The Annual Meeting will be held in the end of September each year. Unit Owners will be provided with the exact date, time, location and agenda, including the general nature of any proposed amendment to the declaration or bylaws; any budget or assessment changes; and, where the declaration or bylaws require approval of unit owners, any proposal to remove a director or officer, at least fifteen (15) day, but not more than sixty (60) days prior to the meeting.

The President shall preside over the Annual meeting.

Robert's Rules of Order shall govern the conduct of the meeting.

The Secretary shall keep the minutes of the meeting.

The presence in person or by proxy of Unit Owners of one-fifth (1/5) or more of the aggregate Percentage Interests at the commencement of a meeting shall constitute a quorum at all meetings of the Association.

At the meeting the results of the Election of Executive Board members will be announced.

At the meeting the results of the vote on Excess Assessment over Assessment Expenses will be announced.

The Executive Board will provide unit owners with an update on Association finances.

The Executive Board will provide unit owners with a list of accomplishment during the past year.

Committee Chairpersons will provide unit owners with an update and/or report.

The Developer will provide unit owners with an update.

A period of time will be provided for unit owners to ask questions, express concerns and recommend items for the Board to address or consider.

The minutes of the Annual meeting will be sent to Unit Owner and approved at the next Annual Meeting.

## *Legal Document References*

**Public Offering:** No Reference

**Declaration of Condominium:** No Reference

**By-Laws:**

ANNUAL MEETINGS. An annual meeting of the Association shall be held each year in the same month as the first meeting of the Unit Owners at a date and time to be designated by the Executive Board. At such annual meetings, the Executive Board shall be elected by ballot of the Unit Owners in accordance with the requirements of Section 3.3 of these By-laws (subject to Article X of the Declaration) and such other business as may properly come before the meeting may be transacted

NOTICE OF MEETING. The Secretary shall give to each Unit Owner a notice of each annual or regularly-scheduled meeting of the Association at least fifteen (15) but not more than sixty (60) days.

CONDUCT OF MEETINGS. The President shall preside over all meetings of the Executive Board and the Secretary shall keep a minute book of the Executive Board meetings, recording therein all resolutions adopted by the Executive Board and a record of all transactions and proceedings occurring at such meetings. The then current edition of Robert's Rules of Order shall govern the conduct of the meetings of the Executive Board if and to the extent not in conflict with the Declaration, these By-laws or the Act.

**PA Code :** The notice of any meeting must state the time and place of the meeting and the items on the agenda, including the general nature of any proposed amendment to the declaration or bylaws; any budget or assessment changes; and, where the declaration or bylaws require approval of unit owners, any proposal to remove a director or officer.

Quorums. (a) Association.--Unless the bylaws provide otherwise, a quorum is present throughout any meeting of the association if persons entitled to cast 20% of the votes which may be cast for election of the executive board are present in person or by proxy at the beginning of the meeting. The bylaws may require a larger percentage or a smaller percentage not less than 10%.

Proxies.--Votes allocated to a unit may be cast pursuant to a proxy duly executed by a unit owner. If a unit is owned by more than one person, each owner of the unit may vote or register protest to the casting of votes by the other owners of the unit through a duly executed proxy. A unit owner may not revoke a proxy given under this section except by actual notice of revocation to the person presiding over a meeting of the association. A proxy is void if it is not dated or purports to be revocable without notice. A proxy terminates one year after its date unless it specifies a shorter term.

**Rules & Regulations:** No References