

# **SUNDANCE ESTATES HOA STANDARD OPERATING PROCEDURE FOR ANNUAL MEETING**

Effective November 01, 2025

## **1. Purpose**

The Standard Operating Procedure for the Annual Meeting has been established to ensure that a consistent and uniform meeting is held per the Bylaws of the Association.

## **2. Policy Statement & Background**

The HOA policy associated with the Annual Meeting is defined in the Bylaws and within the State of New Mexico Homeowners Association Law, which must be followed to have the meeting be a valid and legal meeting.

## **3. Scope of Services**

The meeting is to be held at a time and place as designated in the Association Bylaws, and at a location that is convenient for the Members to attend. The meeting is to be held once, annually, at least thirty-five (35) days prior to the end of the fiscal (annual) year. The meeting is to be held so that Members can attend in person.

Seating is to be provided for all attendees. Food and/or drink can be offered, at the discretion of the Board. Electronic presentation capabilities, including sound amplification, can be offered at the discretion of the Board, depending on the facilities and the presentations to be made.

## **4. Responsibilities**

The HOA Board, and in particular the Officers of the Association, are responsible for the Annual Meeting and all preparations for the meeting.

## **5. Venue Selection and Management**

The Board Officers are responsible for selecting the venue for the meeting, including payment for the meeting venue and the provision of any insurance coverage that may be required by the venue. The insurance is provided by a rider from the Association'

## **6. Scheduling and Priority Areas**

Annual Meeting Timeline & Task List

According to the Bylaws, "The annual meetings of the Association shall be held no later than thirty-five (35) days before the beginning of the fiscal year." The Bylaws also spell out deadlines for various aspects of the annual meeting.

The following are the tasks associated with organizing and running the Annual Meeting. The 2025 versions of notices and forms are included in appendices.

## **SECTION A - PREPARING FOR THE MEETING**

### **A1. About 3 Months Before the Annual Meeting** (typically mid-August)

1. BOD identifies preferred meeting date(s), time(s), and location(s)
2. Board contact person (typically Secretary or Treasurer) checks on venue availability and reports back to Board
3. Once Board has decided, Board contact person completes rental agreement with venue
4. Treasurer provides check for deposit for rent of venue
5. Treasurer contacts insurance company to request insurance certificate if required by venue.

### **A2. About 2 ½ Months Before Meeting**

1. Secretary & President update meeting docs to reflect specific details (e.g., deadlines based on the selected date; recipients of proxies and nomination forms)
2. Board members review / provide input
3. President informs Webmaster of tentative timing of meeting notices to Members.

### **A3. About 7 Weeks Before Meeting** [No more than 50 days before meeting]

1. The Webmaster under direction of the President emails to Association Members the following:
  - a. Advance Notice of Meeting to Association Members with appropriate attachments
  - b. Proxy form
  - c. BOD nomination form [response from potential nominee due 20 days before meeting]
  - d. Plus, any other documents relating to the meeting agenda (e.g., proposed amendments to Bylaws).

### **A4. About 2 Weeks Before Meeting**

1. At least 10 days before meeting the President ensures that the following are sent via email to Association Members by Webmaster:
  - a. Meeting Notice
  - b. Agenda
  - c. Minutes from previous year's meeting
  - d. Proposed Budget
  - e. Nomination Forms received by deadline
  - f. Absentee Ballot (with names of Board nominees filled in)
  - g. Proxy form

- h. Plus, any other documents relating to the agenda (e.g., proposed amendments to Bylaws).

#### **A5. Board Member(s) Tasks** [after notice sent to Members]

1. Put out ballot lock box for Absentee Ballots attached to mailboxes
2. Secretary or Treasurer update spreadsheet of Lot Owners to create sign-in sheets and to be used to verify quorum
3. President assigns Board Members (and others) to contact Lot Owners regarding their attendance or assigning their votes to proxies.

#### **A6. Week of Meeting**

1. Secretary & President update the following paperwork with BOD input:
  - a. Board & Budget Ballot – fill in names of nominees [45 copies]
  - b. Board Tally & Certification Form– fill in names of nominees [1 copy]
  - c. Budget Tally & Certification [1 copy]
  - d. Sign-in Sheets for Members to sign in [4 copies to speed up sign in process]
  - e. Attendance Spreadsheet to verify quorum [1 hard copy for manual check-in; laptop optional but speeds up counting]
  - f. Minutes “shell” to facilitate note taking [1 copy].

### **SECTION B - DAY OF ANNUAL MEETING**

#### **B1. Before Meeting Begins**

1. Secretary or another Board Member picks up absentee ballots from vote box [3 hours before meeting]
2. Secretary / others arrive at venue to set up meeting space [typically 30 minutes before meeting begins]

##### **Sign-in process** [Secretary plus 2 helpers]

3. Ask people to sign in as they arrive (for themselves & proxies)
4. Board members sign in for themselves
5. Hand out ballots [1 per lot]
6. Collect paper proxies & record in spreadsheet/attendance form
7. Open absentee ballots and record in attendance spreadsheet
8. Secretary verify quorum (minimum 50% of 61 Lots = 31 lots represented in person, by proxy, or absentee ballot).

#### **B2. During Meeting**

1. President runs meeting
2. Secretary takes minutes.

#### **B3. At End of Meeting**

1. Ballot counters (as designated by President) tally and certify the votes

2. Secretary announces outcome
  - Budget: Passes unless members having 75% of the voting power vote to reject = 46 to Reject [15 affirmative votes are needed to pass the budget]
  - Board: Whoever gets the most votes given number of openings (if there are 3 openings, the top 3 vote getters are elected).
- 3. Secretary collects documents for minutes preparation & records
  - a. Ballots (cast during meeting & absentee)
  - b. Paper proxies turned in at meeting
  - c. Vote Tallies / Certification Forms
  - d. Sign in Sheets
  - e. Any documents and anything else that remains at the venue location.

## **SECTION C – POST-MEETING TASKS**

[NOTE: At least 2 people should complete these tasks so there is a double-check of all these tasks]

### **C.1. WITHIN 3-4 DAYS**

1. Compile numbers for President's post-meeting report to Members – typically this includes:
  - a. Quorum: total lots represented for
    1. in person
    2. via proxy
    3. via absentee ballot
  - b. Last year's minutes: Approved via voice vote [unanimous / majority]
  - c. Board of Directors: Names of elected Directors
  - d. Budget: number in favor and total number of ballots submitted )

### **C.2. WITHIN A WEEK OR TWO:**

1. Record outcome of Board votes in an Excel spreadsheet
2. Scan meeting docs (sign-in sheets, ballots, proxies, etc.)
3. Provide President with all physical and electronic materials for record-keeping

## **7. Communication with Residents**

All notifications and mailings to Members shall be done by email under directions to the Association Webmaster. Notifications to Members who do not have the ability to receive electronic mail notification shall receive all information via postal service mail. Mailing shall be done in a timely manner to ensure that all Members receive all information and notices per the timelines established in the Bylaws. Any emergency or special notices shall be provided to Members as soon as it is practical to do so.

## 8. Protocols and Contacts

All routine communication between the Board and Members shall be done with the Secretary. Emergency communications by Members can be made with any of the Association Officers.

## 9. Budgeting

A nominal amount that reflects the expense of the Annual Meeting venue and anticipated operating costs shall be included in the Association annual budget by the Treasurer. It is not expected there will be any extraordinary or unanticipated costs for the Annual Meeting, but if there are they shall be covered by the funds in the Operating Account.

## 10. Documentation

There are specific documents that are required for the Annual Meeting to occur. They are all identified in section 6, the Annual Meeting Timeline and Task List. These include all the notices, the documentation for attendance and nomination for Board participation, as well as those documents that are required for running the meeting.

## HOA BOARD APPROVAL

We approve the SOP for the Association Annual Meeting as described herein.

Name	Title	Date