



Annual Meeting Policy

OPERATIONS

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VERSION

1.0

EFFECTIVE

March 2026

REVIEWED

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POLICY

Each association to which we provide full management services holds an Annual Meeting in accordance with their Bylaws. It is important to be well prepared for the annual meeting at least 30-60 days prior to the date. Each Account Executive (AE)/General Manager (GM) is responsible for organizing and facilitating the Annual Meeting and must actively participate in all related preparations.

Procedure

1. The AE and General Manager (GM) must be familiar with the Association's Bylaws and Barkan's Annual Meeting Procedures Guidelines.
2. All Annual Meeting correspondence must include formal notices, meeting agenda, and minutes from the prior year's meeting. The AE should save these documents in the property's SharePoint folder under "Annual Meetings."
3. The AE/GM must ensure all notices are mailed or distributed in accordance with the timeline specified in the governing documents.
 - a. Note: The final meeting notice must be reviewed by the AE/GM's Supervisor before being sent to the Board for approval.
4. The AE/GM is responsible for coordinating a minute taker and confirming with the Board whether legal counsel should attend the meeting.
5. All physical copies of meeting notices, proxies, and voting results must be retained and scanned into the SharePoint Annual Meetings folder for proper recordkeeping.
6. Corporate APMs are available to attend Annual Meetings to assist with the election process for a fee to be paid by the Association.
 - a. Ample notice should be provided to the APM to ensure availability or coverage and coordinated with Office Manager.



New Board Member Updates

Following the Annual Meeting and election of new Board members:

1. The AE or GM must update the Board roster in CINC as soon as possible to ensure Board access is available to the appropriate members in WebAxis. Updates must include the name, role, term expiration date, and contact information for each new member.
2. Any exiting Board members with existing login credentials must be deactivated. Submit a ticket to support@barkanco.com to request access removal.
3. New Board members requesting system access should contact the AE. The AE is responsible for completing a New User Request Form (available via ADP) and submitting it to support@barkanco.com.
4. A Certificate of Election must be obtained for each newly elected Board member and retained as part of the official record.
 - a. If notarization is required by governing documents or law, the AE is responsible for coordinating the process.
 - b. The completed Certificate of Election should be filed by the Association's Attorney.
5. All Board related documents should be updated/executed after the Certificate of Election is filed.

Zoom and Electronic Voting

Barkan supports the use of virtual meetings and electronic voting to enhance participation, provided such methods comply with applicable laws and the Association's governing documents.

1. Virtual platforms (e.g., Zoom) may be used for Annual Meetings if the meeting notice includes access instructions (e.g., dial-in, link).
2. If not already authorized in the governing documents, the Board may adopt a formal resolution to allow electronic voting.
3. Results from electronic elections must be recorded and filed with the meeting minutes. This includes verification of the voter list and certification of the election outcome.

Recording and AI Notetaking of Meetings

1. Check state regulations prior to recording any meetings.
2. Board approval should be sought for the recording and use of AI technology during any meeting.
3. The Board is responsible for reviewing any AI generated minutes to ensure accuracy before distribution.