



Monthly Board Meetings Packet Procedure

OPERATIONS

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VERSION
1.0

EFFECTIVE
2025

REVIEWED
2025

POLICY

Board packets are to be delivered to Board members no later than four business days prior to the meeting date, unless the management contract states otherwise.

Templates

The following documents should be included in each packet and can be found on shared company platforms:

1. Cover Sheet: Barkan branded cover sheet should be used.
2. Meeting Agenda: Standard Agenda is available, or the Board can use their preferred formatting.
3. Meeting Minutes: Prior meeting minutes should be included for approval.
4. Finalized Financial Statements: Please ensure all board packets contain finalized financial statements. Preliminary financial statements are for Barkan personnel and/or approved site personnel only.
5. Management Report: In general, a management report should include updates on old and new business, projects, administrative items, maintenance activity, and relevant committee news. Reports can be run in the accounting software, and a sample written report is available for reference.
6. Action Item Report: A running list of action items should be kept and provided at each meeting. Some reports can be run within our accounting software to provide details.
7. Contract Analysis: See sample provided.
8. Operations Calendar: The Operations Calendar should show any scheduled events, preventative maintenance, projects, inspections, etc.
9. Board Resolution Worksheet: Use this worksheet if the Board has items to vote on during the meeting.



Procedure (Assistant Property Manager)

1. **Board Packages:** Each community should receive its Board Packet at least four business days prior to its monthly Board meeting unless stated otherwise in the management contract. Once the Account Executive finalizes their packets, they can inform Assistant Property Managers (APMs) to proceed with packet preparation, if the AE's do not prepare the packets themselves. Save a copy of the packet for future reference on the SharePoint.
2. **Notify:** Send an email to the Account Executive to notify them that the reports are in the folder and ready for delivery or that they have been delivered.