

## HOAMCO – *Best Practices*



### Annual Meeting Report

An excellent way to let your community know what the board and you have accomplished is through the report you provide at the annual meeting. This report may be conducted verbally and/or provided in a written format. An effective report may include the following:

Accomplishments: A list of key accomplishments is a good reminder to the residents that the board and HOAMCO have been working hard. Don't list routine tasks, but rather focus on major accomplishments such as staying on budget, completing a roofing replacement, launching a new website, and so on.

Finances: This is oftentimes conducted by the Board Treasurer. If not, include it as a separate agenda item or as a part of the HOAMCO report. Presenting with charts or graphs provides an added touch.

Recognition: List the names of volunteers who worked for the association during the year and thank them for their efforts.

Statistics: Figures can be interesting when they are about your home or community. How many homes in your association were sold during the year? How many homes are under construction? How many activities were provided over the year? How many attendees participated?

The Future: Provide a glimpse of your plans for the coming year. Don't be too zealous with the plans you share, as you do not want to over-promise and under-deliver. Examples may include ordering a reserve study, providing educational support to the newly elected board members, distributing a new quarterly newsletter, etc.

Summary of Services: Provide a brief overview of the services HOAMCO provides in its effort to support the community through the direction of the board. Add a list of who to contact for what as part of the summary.

Thanks for the opportunity: Close your report with a "thank you" to the board for all of their hard work and for allowing HOAMCO the opportunity to service the community.