



Date: _____

MAILING REQUEST

FEES WILL BE CHARGED TO THE ASSOCIATION

- ☐ **Budget Meeting** (Fs.718 requires 14-day notice), submit at least 20-days prior to mail deadline
- ☐ **Annual Meeting** (Fs.718 requires 60-day notice), submit at least 20-days prior to mail deadline
- ☐ **Other Meetings:** Special Assessment, Amendments, etc.

Association Name: _____

Association Contact Information:

Name: _____

Unit #: _____

Phone #: _____

Email Address: _____

MEETING INFORMATION:

Date: _____ Time: _____ Place: _____

Number of Units: _____ Number of Board Members: _____

Mail will be returned to the association address, unless otherwise specified.

Mail will include return envelope with postage, unless otherwise specified.
(2nd Notice)

Signature (Required)

Print Name – Board Position

Instructions on back.

Incomplete forms will not be processed.

Received _____

MAILING REQUEST FORM

Instructions

Select meeting type. (Note: Each meeting requires a separate completed form).
Incomplete forms will not be processed.

1. Association name
2. Association contact information
 - a. Name
 - b. Unit number
 - c. Telephone number
 - d. Email address

3 Meeting information

- a. Date
- b. Time
- c. Place
- d. Number of Board Members
- e. Number of units
- f. Sign form
- g. Board position

Mail will be returned to the Association via the management firm unless otherwise designated.

2nd Notice will contain return postage for proxy and ballot unless specifically requested.

Return completed form.

Completed Request Forms must be submitted a minimum of 20 days prior to the Statute required mailing deadline. Email will not be accepted.

Incomplete forms will not be processed.

Received _____