

LOCH LOMOND BEACH CLUB
POLICY AND PROCEDURES MANUAL

SUBJECT: ANNUAL MEETING
REVISED: 05/7/2016, 10/14/2023

POLICY #: 5
PAGE 1

EFFECTIVE DATE: 11/10/90
ATTACHMENT: A, B, C

POLICY:

The annual meeting of the Loch Lomond Beach Club, Inc. shall be held at 2754 28th Street, Birchwood, Wisconsin on the second Saturday in June of each year.

PROCEDURE:

1. Notice of the annual meeting of the corporation shall be in writing to each regular member appearing on the books of the corporation not less than **ten** days prior to the meeting.
2. Business conducted at the annual meeting shall consist of:
 - a. Election of directors when vacancy appears
 - b. Membership approval of annual budget
 - c. Any business that properly comes before the Board
3. Regular members may cast one vote per each Maintenance Assessment paying lot owned.
4. Non-members and/or guests are not allowed to attend Annual Meetings of Loch Lomond Beach Club. Members in attendance must be members in good standing.
5. Guests are allowed in attendance under discretion of the LLBC Board of Directors (ie: guest speakers, security etc)
6. ~~Regular~~ Members will check-in upon arriving to the meeting to receive the proper number of ballots.
7. See Attachment A for format/agenda of annual meeting.
8. Robert Rules shall apply
9. Following the annual meeting there shall be a short Board meeting to transact any appropriate business.

LOCH LOMOND BEACH CLUB
POLICY #5 ATTACHMENT A

ANNUAL MEMBERSHIP MEETING AGENDA

- I. Call to Order
 - a. Recognition of Quorum
- II. Secretary's Report
 - a. Approval of last year's minutes
 - b. LLBC By- Laws and Policy updates made since last Annual Meeting
- III. President's Report
- IV. Treasurer's Report
 - a. Approval of Financial Report and Budget
- V. Employee Introductions and Club Manager's Report
- VI. Facility and Maintenance Report
 - A. Capital Improvements
 - B. Repairs and Maintenance
- VII. Architectural and Planning Report
- VIII. Membership Report
- IX. Communications Report
- X. Social Activities Report
- XI. Long Range Planning Report
- XII. Old Business
- XIII. New Business
- XIV. Board Elections
- XV. Adjournment

NOTICE OF ANNUAL MEETING
OF THE LOCH LOMOND BEACH CLUB
LLBC Policy 5 – Attachment B

The Annual meeting of the Loch Lomond Beach Club, Inc will be held Saturday, June 8, 2024, at 9:00 am at the clubhouse located at 2754 28th Street, Birchwood WI 54817.

ABSENTEE VOTE

An absentee vote is available for any member in good standing that is not able to attend the Annual Meeting of LLBC and wishes to vote in an election during that meeting:

- Request for absentee ballot no later than 10 days from the date of this mailing:
Wednesday, May 8 at 5:00 pm
 - Requests should be made via email (angie@llbeachclub.com), in person (2754 28th Street, Birchwood WI)
- Absentee ballot due to LLBC prior to Thursday, June 6 at 5:00 pm. Any ballots received after 5 pm will not be counted.
 - Submit ballots only via email (angie@llbeachclub.com) or in person (2754 28th Street, Birchwood WI)

ABSENTEE BALLOT

Loch Lomond Policy #5

Attachment C

THE ANNUAL MEETING OF THE Loch Lomond Beach Club, Inc. will be held Saturday, June 8, 2024, at 9:00 am at the clubhouse located at 2754 28th St. Birchwood WI 54817.

ANNUAL MEETING ABSENTEE VOTING

An absentee vote is defined as a vote made by a person who, because of absence, illness, or the like, has been permitted to vote by mail. The Absentee ballot below must be completed in its entirety and be received at the Loch Lomond Beach Club prior to Thursday, June 6, 2024, at 5 pm to be validated and counted at the Loch Lomond Beach Club, Inc Annual Meeting held on Saturday, June 8 at 9 am.

One ballot shall be completed for each lot owned by a member in good standing. A member in good standing means all assessments have been paid in full for all lots owned, prior to the date of signature on the Absentee Ballot. **Please note: if you plan to attend the meeting, there is no need to complete this ballot, you will participate in the in-person election.**

LOCH LOMOND BEACH CLUB, INC ABSENTEE BALLOT

Name of voter: _____ Lot/Block/Division _____

Fill in the circle of the candidate of your choosing. Please select up to (3) three candidates listed.

Name of candidate

Name of candidate

Name of candidate

Name of candidate

Affirmation:

- I understand that per LLBC Policy #5 this completed ballot must be received at the Loch Lomond Beach Club prior to 5 pm on Thursday, June 6, 2024. To account for possible delivery delay, return via mail at least seven days prior to the due date, hand deliver or return via email: angie@llbeachclub.com.
- By submitting an absentee ballot, I understand that if there is a nomination from the floor during the meeting, I will be excluded from having the opportunity to vote for that candidate.
- I understand that if this absentee ballot is completed and received by LLBC and I decide to attend the meeting in person, an in-person ballot will not be available to me.
- I understand that if I do not provide LLBC with the required information on this ballot, likewise if the ballot is not completed in its entirety my vote will not be counted.
- I hereby declare that I am the person indicated as an owner of the indicated property, am a member in good standing and the information provided is true to the best of my knowledge.

Signature of member completing this Absentee Ballot: _____

Date of completion: _____