Guidelines preparation AGM

AGM is held every year on the last Friday in April at 10.00.

Notice 1 is sent on the first Friday in March by ordinary email to unit owners and on the website; Notification 1 contains:  
Reminder date annual meeting.  
The deadline for processing cases/proposals that are requested will be processed at AGM on the last Friday in March.   
Election; Who on the board is up for election.   
Proposals for new board members are sent to the nomination committee by the first Friday in April.   
Inquiries should be sent [info@pevan.es](mailto:info@pevan.es) , marked "AGM Vista Azul XXII"

Dispatch notification 2:   
Sent out when the accounts/budget are finished. Usually in mid-April. Sent on a separate form by mail and by email to all unit owners. Copies of Notice 2 will also be available at the meeting itself.

Notification 2 contains:  
Meeting place  
Agenda  
Accounting  
Budget  
Annual report, report last year's activities  
Action plan for the next year  
Proposals/input from the board (proposals to be voted on are marked)  
Received proposals/input (proposals to be voted on are marked)  
Elections with the nomination committee's recommendations.   
Proxy