

SUBMITTED HOMEOWNERS' ASSOCIATION REPORTORIAL REQUIREMENTS

*****Prepare in 3 Typewritten Copies, submitted within forty-five (45) days after the election *****

ANNUAL REPORT

- General information sheet (notarized)**
- Most recent audited financial statement**
- Masterlist of members / qualified beneficiaries as certified by the assisting government agency**
- Minutes of Elections**
- Attendance sheet signed by the members and attested by the secretary**
- Notarized report of the committee of the Homeowners' Association which supervised the election**
- Proof of notice of election to the members**
- Election returns duly certified by the Association's Committee on Election**
- Masterlist of qualified voters**
- Minutes of Meeting for the Election of Officers**

NON-HOLDING OR POSTPONEMENT OF REGULAR OR SPECIAL MEMBERSHIP MEETING OF ELECTION

– executed by the secretary of the board of directors and attested to by the president, the following documents are submitted within five (5) days from the date of the scheduled meeting or election in case a regular or special membership meeting or election is not held or is postponed

- Notice of postponement of the regular or special membership meeting**
- Affidavit of non-holding of regular membership meeting stating valid reasons therefor**
- Affidavit of non-holding of regular election stating categorically the reason why no regular elections were conducted in accordance with the provision of the Association By-Laws**

BOOKS FOR STAMPING

- Membership Book** – contains the list of all original and additional members of the association duly attested to by the secretary of the board.
- Minutes Book** – contains the minutes of all meetings of members and of the board of directors or trustees.
- Cash Book** – contains the money received and spent by the association
- Journal** – contains the daily transactions information and contributions of the association
- Ledger** – contains the debits and credits information of the association

OTHERS

