Paperwork Needed to take to Mac Meeting (Print out 3 Copies)

1. Rent Roll Report
2. Insurance Expiration Report
3. Registration Expiration Report
4. Federal Document Expiration Report
5. Security Report
6. Jobs Completed Report (3 Months Maintenance)

\*Terrence & Bill will want the reports emailed to them before the meeting date. \*

After agenda is sent to Terrence and he approves it, scan the signed agenda and meeting minutes together and send it to committee members (BCC). Next send the minutes and agenda (NAVEED ASHRAF, BOB RAYMOND, DAWN ABRAHANSEN, ANGELINA JOYA) to be put on the Vallejo Website.