

# Board Presidents' Handbook (July 2023 Edition)

## Purpose/Introduction

As President of your building's Board, you are taking on a job that can dramatically impact the pleasure, financial health and security of your building. Chances are, you may have only had a limited idea of what you were saying yes to this Handbook will hopefully help you and your Board know what's needed and share the tasks. COOCVE has created this Handbook to give you the full picture of what's involved and to provide you the step-by-step guidelines of how to do the job, what to do when, and the resources available to you to do it. Some of the tasks included are required by law, others are important to maintain our aging buildings, and some will increase the satisfaction and cooperation of your residents. The [COOCVE Board Manual](#) provides lots more detail about overall responsibilities, so we suggest using it often.

We've divided the manual into several sections, shown below:

- I. Overall responsibilities
- II. Regular Actions and Maintenance Tasks—A list of tasks, starting when you are elected and indicating when and how often they need to be done
- III. Conducting meetings and communicating
- IV. Lists of documents to file and retain
- V. Resources to help you do your job (including Appendices)

### **I. Overall Responsibilities:**

1. Ensure that legally required paperwork is filed
2. Ensure that Board Meetings are scheduled and conducted as required by law
3. Supervise Management Company to complete contracted tasks
4. Post all Association rules
5. Work with the Treasurer and Property Management Company to receive and review financials, direct payment of contractors, maintain financial data, identify and take action against delinquent owners
6. Conduct regular building inspections as scheduled
7. Interface with emergency personnel as needed (Fire Dept., EMT's, Inspectors)
8. In coordination with Secretary, communicate building news and other important information to residents
9. In conjunction with Board and property management company, ensure that all applicants to purchase, rent or reside in the building have satisfactorily completed background checks and screening. In conjunction with Board, review and approve applications for Occupancy of new owners, residents, or renters. Prepare a signed and sealed Certificate of Acceptance (COA) and give copies to the owner, resident or renter to take to closing or to the ID office. Ensure all leases are registered with the CenClub ID office.
10. In conjunction with Board, conduct 'Meet and Greet' sessions with new residents
11. In conjunction with Board, oversee revisions of Building documents and creation of rules
12. In conjunction with Board, review Building insurance with agent
13. Maintain, repair, and restore common areas of the condominium
14. Enforce governing documents

## **Upon Election:**

Immediately following election, do the following:

1. The newly elected board must have an Organizational Meeting to elect Officers and report them to your Property Mgr.
2. Have your completed **Officer and Director (O&D) form** signed, sealed and sent to COOCVE and Master Mgt. (Your Property Manager may do this). Post a copy in the building.
3. Have your Treasurer or Property Manager update your **Sunbiz.org listing**, submit it and make payment. See attached directions in Appendices. You will need to present the updated listing to your bank to change signatories.
4. Register for **Board Certification** course through local legal firms (on [COOCVE.com](http://COOCVE.com) website)-required of all new board members.
5. **Update Bank Signatories** for new Board members at each bank you use. The requirements for documents to provide may vary, but you will need at least the Minutes from your Election meeting, your Board Organizational Meeting, your Sunbiz listing, and driver's license. Call your bank(s) to confirm what's needed and to make an appointment with the appropriate banker. Plan to spend up to several hours there and to possibly make a second trip with missing information. If banking online, ensure that your Officers have the banking websites, usernames and passwords for emergency access.
6. Review your **Property Management Contract** to see when it expires and what it covers.

## II. Regular Actions and Maintenance Tasks

### Monthly:

- Ensure that the Treasurer can review monthly financials from property manager. If anyone has late fees, contact them and try to assist to make sure all are taken care of. Management companies usually send late notices to the owner after some time has elapsed. If the fees are not paid in a timely way, the matter could be escalated to a collection's attorney.
- Ensure that the Treasurer checks Bank Assets monthly (The bank keeps a record for 7 years - but you can print monthly). Bank statements are usually included in monthly financial reports from the management company.

### Annual:

- Prepare an **Annual Budget**. This needs to be completed to allow the required advanced notification time to be met. Creating the budget is one of the most important obligations of a condo board. It must include both a routine operating expense budget and a reserve budget for replacement and/or long-term deferred maintenance of common elements, such as your building's roof, elevator, catwalks, etc. These budgets should reflect historical experience and plans for the coming year for each line item. Your building maintenance fees are based upon the funds needed, which should all be reflected in this budget.
- Ensure that the **Annual Budget** is adopted by a vote of the Association Board or vote of the membership. Ensure that copies of the proposed Annual Budget and meeting invitation are delivered to Unit Owners at least 14 days before the Annual budget meeting. May be done by Property Mgmt. company.
- Ensure that Property Mgr. or Association Treasurer **files Annual Report** with the DBPR.
- Update **Census** of Residents (to keep status as 'Housing for Older Persons' that allows you to refuse younger buyers / renters).
- Make sure the **Annual Financial Statement** is prepared and made available to Owners.
- Ensure **fire alarm testing** done in every apt. by the Fire Dept - usually scheduled by the Property Manager. Board member goes door to door with a technician with a master key. Repair/replace if necessary.
- Conduct overall **Fire Inspection** (shutters, signs, fire alarm boxes, smoke detectors, etc.)
- Feb or spring—**roof inspection**
- Gutter** inspection—gardens
- Pest Control** - once a year for entire building. Board member goes door to door with technician - lower baseboard spraying
- Termite** inspection
- Elevator Inspection**—High rise—Check elevator for proper working and compliance with current code. Check Elevator & Elevator Room – call for repairs when necessary. Make sure Property Mgr. schedules annual inspection before County Certificate of Operation expires Aug 31. Boards should consider having a maintenance contract with an elevator service company, which should include monthly inspections, and emergency call outs.

- High-rise Trash Chutes** Alarm inspection (due every 5 years).
- Seal or power wash** walkways, stairs and patio (as needed).
- Clean out **A/C Main Drains** (high rise). Clean A/C drain stacks semi-annually, ensuring the exit points are not obstructed by growth or resident's items. Unit owners are fully responsible for their A/C and the horizontal drain lines, and typically pay a company for servicing. NOTE: When the tech services unit systems, they push slime from the connecting tube into the main drain. That slime can wash away, but can also pile up in the main drain. . Also, for high rise – AC techs should check and take pictures of equipment on the roof. Electrical conduits/wiring should not be open to the weather, and the refrigerant lines should be insulated.
- Trim/Prune Trees** (1-2mos before hurricane season) with professional licensed arborist
- Lawyer retainer payment
- Review Hurricane guidelines for building preparation

**Every few months:**

- Fire extinguisher company inspects **fire extinguishers** for a current label. If the label is missing from the fire extinguisher, it has to be replaced.

**Periodically:**

- Check **laundry equipment**. Call for repair as needed.
- Collect **laundry money** (with a second person). Count it. Deposit it.
- Set and monitor rat or pest traps, if needed.

**February:**

- Fertilize** Lawn and shrubs
- (Or Spring)--**Roof inspection** with roof maintenance contractor.--\*\*\*garden apts. Make repairs if necessary. Send a copy to your insurance agent. Ask for a picture from the roof company before and after.

**March:**

- Prepare Income tax** (Property Management Company may do this as part of contract or additional fee).

**Every two years:**

- Paint Parking Lines and Bumpers. (May be comped thru property management). Replace bumpers if broken.
- Paint exterior doors (may be comped by Property Management).

**Every 3 yrs:**

- Ensure Property Appraisal Valuation completed. Submit to Insurance company.
- Wind Mitigation Report **NOTE: 5 yrs if no storms**

**Every 5 yrs:**

- Pressure test for fire sprinklers
- Wind Mitigation Report if no storms

### III. Conducting Building Meetings and Communication

1. Conduct open **Board Meetings** on a regular basis (once a month, quarterly or whenever the board makes decisions). Post notices **48 hours** ahead for most Board Meetings. See Chart for required notices (Appendices). Ensure that the secretary or the property manager takes minutes. Minutes need to be approved and signed by the President.
2. Conduct **Annual Meeting/Board election** - Set date, location, and agenda in conjunction with your Property Manager. Make sure notices are properly sent out for meetings and elections. **See attached schedule of required notices (Appendices)**. If more candidates are seeking election than there are vacancies, the election must be held by secret ballot. At least 20% of eligible voters must cast a ballot.
3. Conduct **Annual Budget Adoption Meeting**. Make sure copies of the proposed budget and a meeting invitation were delivered to Owners at least 14 days before the adoption meeting. See Chart for required notices (Appendices).
4. Post/communicate available contact hours for Board Members.
5. **Communicate** building actions, news, etc. via email and/or posted on a regular basis.
6. Have Owners sign an E-Mail Permission Form to allow them to receive official notices, etc. by e-mail. See attached Sample Form.

### Screen Potential New Buyers, Occupants and Renters (<https://coocve.com/occupancy-process>)

1. **Review application for completeness**. If incomplete, contact the Real Estate Agent or new buyer/renter to request missing information.
  - a. Clarify responses in the complete application or interrogatories that may be conflicting or incomplete (e.g. how many people will reside in the unit, why they said no bankruptcies when background check seems to show one, etc.).
2. **Review application and interrogatories** to determine whether to approve occupancy
  - a. If **denying** occupancy, have property mgt. company issue 'denial letter' (Note: be sure to follow guidelines for denial that are listed in your documents). Until you have legally reviewed language, have such letters reviewed by an attorney before sending them. Also, they should be sent certified with return receipt requested.
3. Conduct a **"Meet and Greet"** interview with approved new owners, occupants and renters.
  - a. Meet to get to know your new residents, ensure that they are aware of the rules required for living in their building, and provide them with daily basic info to navigate the building and village. (note: you can refer them to the sample Interview Checklist from Oakridge F and the extensive Sample from Prescott L on <https://coocve.com/sample-association-info>)
  - b. Give basic information and answer questions
    - b.i. **Welcome Guide** from COOCVE (<https://coocve.com/welcome-guide-for-owners>)
    - b.ii. **Association Rules**—may want to have them sign receipt and agreement
    - b.iii. **Tailored manual or guidelines** for your building which might include things like parking rules, bulk trash days, annual bug spraying

procedures, etc. (see examples in <https://coocve.com/sample-association-info>)

## Reports and Documents to File

1. **U.S. Income Tax Form 1120-H** -- Must be filed by April deadline. Condominium associations in CVE are “corporations not-for-profit.” They are neither tax-exempt nor exempt from filing an annual tax return.
2. **Annual Financial Report to the DBPR** - Each Association, as a corporation, must provide an annual report containing the names of all financial institutions with which you maintain accounts. An annual fee is required based on the number of residential units in the building (\$4.99 per unit). The fee, payable to the Department of Business & Professional Regulation (DBPR), Division of Florida Land Sales, is due on January 1. Any association member may obtain a copy of that annual report from the DBPR upon written request. (F.S. 718.71 and 718.501 (2) (a))
3. **Annual Corporate Report/Sunbiz report** -- The report must be filed with the Florida Division of Corporations between Jan. 1 – July 1. It lists your corporate name, federal tax id number, names and addresses of Board Members and Officers, the name and address of the Registered Agent (attorney) and the name and address of your Property Manager. A filing fee is required, payable to the Florida Dept. of State. Failure to file this report results in the dissolution of the corporation. (F. S. 617.1622) NOTE: This serves as the basis for the Sunbiz Annual listing which the property manager normally submits
4. **Annual Financial Statement** -- This is prepared by the Association Treasurer or Accountant. Not later than 120 days after the end of the fiscal year it must be mailed, e-mailed, or hand delivered to each Owner (or a notice that a copy will be delivered upon written request.) (F.S. 718.111(13)) - Must include a balance sheet showing current assets and liabilities for the past 12 months.
  - a. **Compilation Report** -- Condos whose revenue exceeds \$150,000 per year must have a report prepared to compile the financial statements of the Association. This may cost \$900 or more. (F.S. 718.111 (13) (b))

## Documents to keep:

### Required

1. **Census Report** -- must be kept, listing all Owners/ Renters and their ages (or just an indication by each one that they are 55+ or not.). This must be kept with official records and must be available to show applicants / Real Estate agents if requested. The only exceptions are those in accordance with state or federal statutes.
2. **Frequently Asked Questions Sheet** - this informs prospective owners concerning their voting rights, their financial obligations, the liabilities of the Association and the restrictions governing the use of the units. The sheet must be maintained and updated by the Condominium Association. (F. A. C., Ch. 61B-23.002 (7) (a), Rule 61B-17.001) See fillable pdf in Appendices.
3. **Minutes from all Board Meetings**—must be kept indefinitely
4. **Roster** of residents and emergency contacts

### Optional Documents:

1. **Collection Policy for Late Fees** (Collection Contract that works out a plan for payment of past due amounts)
2. **Remodeling / Contractor Application and Security Deposit**
3. **Personal Data Sheet** (with emergency contacts, condo sitter, age of water heater, etc.)

**Additional Fees, Contracts and Registrations to keep current and filed:**

1. **Insurance Premiums** – meet with Agent to review coverages
2. **Association Lawyer** - if yearly retainer is due
3. **Sunbiz.org** – Registers any changes in Board. Pay fee.
4. **Management Company Contract** – if time to renew
5. **Landscaping Contract** – if separate from Management Company contract
6. **Roofing Repair Contract** – if applicable
7. **Elevator Repair Contract** – if applicable
8. **Laundry Machine Contract** – if applicable



# **Resources to Help You Do Your Job**

## Resources:

1. **COOCVE.COM website**
  - a. Board Manual (<https://coocve.com/coocve-board-manual>)
  - b. Contractor Listing (<https://coocve.com/contractor-listing>)
  - c. Buying Group offers (<https://coocve.com/buying-group>)
  - d. Officer and Delegate form (<https://coocve.com/officer-%26-delegate-form>)
  - e. Association Board Election Information and Flow Chart
  - f. Welcome Guide for Owners (<https://coocve.com/welcome-guide-for-owners>)
  - g. Occupancy Process (<https://coocve.com/occupancy-process>)
  - h. Government required forms (FAQs, etc.)
  - i. Sample Materials from Buildings (<https://coocve.com/sample-association-info>)
  - j. Meeting videos of all COOCVE meetings and other important webinars, etc.
  - k. Articles and white papers—on insurance, roofing, etc.
2. **Board Manual**—contains board member requirements, budget information, communicating with owners, info on COOCVE, Insurance requirements, Interviewing buyers, contractor requirements, meeting notices and records, building rules, amendments, required government forms, resources for help - on [COOCVE.COM](https://coocve.com) website and at COOCVE Office.
3. **Samples from other buildings:** (<https://coocve.com/sample-association-info>)
  - a. Meet and Greet checklists, Interview Package
  - b. General guidelines
  - c. Interrogatories
  - d. Sample Payment plan
  - e. Collection contracts
  - f. Request for Guest Occupancy
  - g. Building Manuals and Welcome Guides
  - h. Rules Statement and agreement form
  - i. Reserve and Financial Analysis
  - j. Service and Support animals rules
  - k. Owners Personal Data Sheet
  - l. Voting Certificate and instructions
  - m. Cleaning AC vents and stacks
4. Copy of your **Property Management Contract**
5. Copy of your current Documents and ways of getting access and new copies  
<https://officialrecords.broward.org/AcclaimWeb/search/Disclaimer?st=/AcclaimWeb/search/SearchTypeName>
6. **Building and Community Rules** (Master Management and CenClub)--  
<https://cenclub.com/documents#eb24085b-0eb1-405d-bcdc-880e552a2677>
7. **Important Village Phone numbers**—see attached Appendices
8. **Key Website Links**—Master Management (<https://www.centuryvillageeast.com/>), CenClub (<https://cenclub.com/>), The Reporter ([cvreporter.com](http://cvreporter.com))--
9. **Insider Newsletter** (<https://www.centuryvillageeast.com/239/Insider-Newsletters>)
10. **Condo Permit Regulations** (<https://www.deerfield-beach.com/294/Building-Services#condo>) **Code Enforcement** contact info (<https://www.deerfield-beach.com/358/Code-Compliance>)

11. **Household Hazardous Waste Disposal Requirements** (<https://www.deerfield-beach.com/235/Drop-Off-Center#hhw>)
12. **The Condominium Concept, 16th edition** by Peter Dunbar
13. List of lawyers' **Certification Courses Offerings**—<https://coocve.com/webinars-%26-certifications>

# Appendices

# Requirements for Condo Meeting Schedules

## MINIMUM STATUTORY REQUIREMENTS FOR CONDOMINIUM/COOPERATIVE MEETINGS

(See condominium/cooperative documents for possible additional requirements)

The Condominium and Cooperative Acts set the minimum requirements for posting notices. This handout is only a guideline for the notice requirements for meetings in accordance with the Condominium and Cooperative Acts. Please refer to your association's documents for possible additional requirements.

| Type of Meeting  | Type of Notice  | Timing of Notice  | Statutory Reference                              |
|--|---|---|--|
| Board of Directors   | Post conspicuously on condominium/cooperative property  | 48 Hours Prior<br>(except in emergency)   | 718.112(2)(c), F.S.<br>719.106(1)(c), F.S.       |
| Board of Directors<br>To Consider Regular Assessments  | Post conspicuously on condominium/cooperative property-must describe nature of assessments  | 48 Hours Prior<br>(except in emergency)   | 718.112(2)(c), F.S.<br>719.106(1)(c), F.S.       |
| Board of Directors to Consider<br>Non-Emergency Special Assessments  | Mail, deliver or electronically transmit to unit owners <b>and</b> post conspicuously on condominium/cooperative property (retain affidavit executed by person providing notice)  | 14 Days Prior   | 718.112(2)(c), F.S.<br>719.106(1)(c), F.S.       |
| Board of Directors to Consider Rules<br>Regarding Unit Use   | Mail, deliver or electronically transmit to unit owners <b>and</b> post conspicuously on condominium/cooperative property (retain affidavit executed by person providing notice)  | 14 Days Prior   | 718.112(2)(c), F.S.<br>719.106(1)(c), F.S.       |
| Annual Meeting   | Mail, deliver or electronically transmit to unit owners <b>and</b> post conspicuously on condominium/cooperative property (retain affidavit executed by person providing notice)  | 14 Days Prior   | 718.112(2)(d), F.S.<br>719.106(1)(d), F.S.       |
| Election   | Mail, deliver or electronically transmit a first notice of election<br>Mail, deliver or electronically transmit a second notice of election   | 60 Days Prior<br><br>No less than 14, no more than 34 Days                        | 718.112(2)(d), F.S.<br>719.106(1)(d), F.S.       |
| Budget Meeting   | Mail, deliver or electronically transmit to unit owners (retain affidavit executed by person providing notice)  | 14 Days Prior   | 718.112(2)(e), F.S.<br>719.106(1)(e), F.S.       |
| Meeting to Consider Substitute Budget<br>(when adopted budget exceeds 115% of<br>previous year's assessments)  | Mail, deliver or electronically transmit to each unit owner   | Not less than 10 days, but within<br>30 days of receipt of written<br>application | 718.112(2)(e), F.S.<br>719.106(1)(e) 2., F.S.    |
| Board meetings to suspend use rights/ voting<br>rights.  | Post conspicuously on condominium/cooperative property and after the imposition of the suspension, the board must notify the unit owner and, if applicable, the unit's occupant, licensee, or invitee by mail or hand delivery. | 48 hour Prior   | 718.303, (4)&(5), F.S.<br>719.303, (4)&(5), F.S. |
| Committee Meetings (except a committee<br>that does not take final action on behalf of<br>the board or make recommendations<br>regarding the budget, if exempted by the<br>bylaws) | Same as for board meeting with similar agenda   | Same as for board meeting with<br>similar agenda                                  | 718.112(2)(c), F.S.<br>719.106(1)(c), F.S.       |
| Fine or Suspension   | Same as for board meeting with similar agenda   | 14 Days Prior   | 718.303(3) F.S.                                  |

# DBPR Frequently Asked Questions (fillable form)

<http://www.myfloridalicense.com/dbpr/lsc/forms/DBPRFormCO6000-4eff122302.pdf>

DBPR Form CO 6000-4  
61B-17.001, F.A.C.  
Effective: 12/23/02

## FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

\_\_\_\_\_  
Name of Condominium Association

As of \_\_\_\_\_

Q: What are my voting rights in the condominium association?

A:

Q: What restrictions exist in the condominium documents on my right to use my unit?

A:

Q: What restrictions exist in the condominium document on the leasing of my unit?

A:

Q: How much are my assessments to the condominium association for my unit type and when are they due?

A:

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A:

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A:

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A:

**Note: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.**



[Department of State](#) / [Division of Corporations](#) / [Manage/Change with E-Filing](#) /

### Annual Report-Sunbiz

#### Disclaimer



- **This form files or amends the annual report only.**
- Annual reports for all corporations, limited liability companies, limited partnerships and limited liability limited partnerships are due each year between January 1 and May 1.
- The Department of State encourages business owners to file early. Submitting your annual report on time avoids a late fee.
- **Review the [instructions for filing an annual report](#)**
- Review and verify your information for accuracy. Once submitted, the annual report cannot be changed, removed, canceled or refunded.

**New Security Alert:** An email filing confirmation will be sent to the entity's current email address on file.

Enter the entity's document number below to submit your online annual report now.

#### Document Number

**Note :** The first character of a 12-digit document number is a letter.

[Forgot Number?](#)

<https://dos.myflorida.com/sunbiz/manage-business/efile/annual-report/instructions>

The screenshot shows the Florida Department of State Sunbiz.org website. The header includes the Florida Department of State logo and navigation links for Corporations, Arts and Culture, Elections, Historical Resources, and Library and Information Services. The Sunbiz.org logo is prominently displayed, along with the text 'DIVISION of CORPORATIONS an official State of Florida website'. A search bar is present with the text 'How can we serve you?' and a 'Search' button. A navigation menu includes 'About Us', 'Search Records', 'Start a Business', 'Manage/Change Existing Business', 'Forms & Fees', 'Authentications, Notaries & Other Services', and 'Help & Quick Links'. Below the navigation, there is a language selection dropdown set to 'Select Language' and a note 'Powered by Google Translate'. The main content area is titled 'Annual Report Instructions' and includes a breadcrumb trail: 'Department of State / Division of Corporations / Manage/Change Existing Business / Manage/Change with E-Filing / File Annual Report / Annual Report Instructions'. A sidebar on the right contains a 'MANAGE/CHANGE WITH E-FILING' dropdown menu with options for 'File Annual Report', 'Annual Report Instructions', 'Search Corporations' Records', 'File Reinstatement', and 'Fictitious Name Renewal'. The main content area lists several sections: 'Document Number', 'Entity Name', 'Federal Employer Identification Number (FEIN)', 'Principal Place of Business Address', and 'Mailing Address', each with a brief description and a list of instructions.

FLORIDA DEPARTMENT OF STATE | Corporations | Arts and Culture | Elections | Historical Resources | Library and Information Services

**Sunbiz.org** DIVISION of CORPORATIONS  
an official State of Florida website

The Division of Corporations is the State of Florida's official business entity index and commercial activity website.

How can we serve you?  Search

About Us | Search Records | Start a Business | **Manage/Change Existing Business** | Forms & Fees | Authentications, Notaries & Other Services | Help & Quick Links

Para español, seleccione de la lista  Powered by Google Translate

Department of State / Division of Corporations / Manage/Change Existing Business / Manage/Change with E-Filing / File Annual Report / Annual Report Instructions

## Annual Report Instructions

### Document Number

The 6- or 12-digit number assigned to your entity when the business entity was filed or registered with the Division of Corporations.

### Entity Name

The official/legal name of your business on our records.

- > The annual report does not allow you to change the name of your business.
- > To change the name, download and complete the appropriate amendment form.
- > Mail the completed form with payment to the Division of Corporations.

### Federal Employer Identification Number (FEIN)

The 9-digit number the Internal Revenue Service assigned to the business for federal tax identification purposes.

- > Enter your FEIN in the space provided, if not already listed. Do not enter a Social Security Number.
- > If "Applied For" is marked already: You previously reported that you applied for an FEIN and must enter the number to proceed.
- > Contact the IRS at 1.800.829.4933 for additional information.

### Principal Place of Business Address

The street address of the entity's principal office.

### Mailing Address

The entity's mailing address, if different from the principal address. (P.O. Box is acceptable.)

**MANAGE/CHANGE WITH E-FILING**

- File Annual Report**
  - Annual Report Instructions
  - Search Corporations' Records
- File Reinstatement
- Fictitious Name Renewal



