# LIMITED LIABILITY COMPANY OR SERIES LLC MEMBERS' & MANAGERS' ANNUAL MEETING WORKSHEET

**RE:** _____

Name of Limited Liability Company or Series Limited Liability Company
(Please note that you must complete separate worksheets for each Series)

**LLC or Series LLC Address:** _____

_____

**Mailing Address (if different):** _____

_____

**Members' Meeting: Date:** _____, 20_____ **Time:** _____

**NOTE:** If the date and time of the Members' Meeting is incomplete, the wording on the Annual Minutes Meeting paragraph will read "Meeting was held at the time, date and place as stated in the LLC Regulations."

### *General Questions*

1. Did the LLC or Series LLC issue membership certificates for every Member? ☐ Yes ☐ No
2. Does the LLC or Series LLC have any DBA's (doing business as)? ☐ Yes ☐ No

   If yes, list all names: 1st _____ 2nd _____

**"Protect Your Company Records. Don't forget to complete and return your Spiegel & Utrera, P.A. General Counsel Club renewal with your company's Annual Meeting Worksheet, which is enclosed."**
**-Larry Spiegel**

List the name and address of all the Members below: (you may use additional sheets if needed)

| **Name** | **Address** | **Membership Interest (%) -** *Please note original membership interest and any changes thereafter.* |
|---|---|---|
| Example: *John Doe* | *123 SW Any Street, Miami, FL 33145* | |
| _____ | _____ | _____% |
| _____ | _____ | _____% |
| _____ | _____ | _____% |
| _____ | _____ | _____% |

Chairman of Members' Meeting: _____ Secretary of Members' Meeting: _____

Does the above information represent a change in Members during the past year? ☐ Yes ☐ No

**Managers' Meeting:** Date: _____ , 20_____ Time: _____
*(Please note, the Meetings may take place on the same day, but **not at the same time**.)*
**NOTE:** If the date and time of the Managers' Meeting is incomplete, the wording on the Annual Minutes Meeting paragraph will read "Meeting was held at the time, date and place as stated in the LLC Regulations."

**20_____ Managers of the Limited Liability Company or Series Limited Liability Company:**
(One person may be all positions. The Operating Manager is usually listed. You may also list Managing Members or you may assign titles such as Vice-Operating Manager, Secretary, and Treasurer. If no titles are assigned, we will prepare the documents based on the original Articles of Organization.)

| **Title** | **Name** | **Address** |
|---|---|---|
| Operating Manager | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Chairman of Managers' Meeting: _____ Secretary of Managers' Meeting: _____

Does the above information represent a change of Managers during the past year? ☐ Yes ☐ No

Daytime Phone number you can be reached at: (_____) _____

Email Address: _____

☐ Check here if you would like to have the minutes of your Annual Meeting emailed to you in PDF format.

Without any additional charge, you may include any special provision in the minutes of either the Members' or Managers' meeting. To discuss any matter which you feel should be included as a topic or resolution at either the Members' or Managers' Meeting, check here ☐ and give us a daytime phone number. A Spiegel & Utrera, P.A. attorney will call you to discuss the matter at no extra charge. At Spiegel & Utrera, P.A. we want to help you keep your company records up to date.

Remarks: _____

_____

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