

Homeowners Association Annual Meeting 2021

Dear «Homeowners» **Insert First_Name merge field.**

Please find below the agenda for the 2021 Annual Meeting. I hope that you will be able to join us and participate. Please RSVP no later than February 20, 2020 by calling 505-555-0421.

Sincerely,

Lu **Insert 4x3 table. Delete empty paragraph.**
Se

Agenda

March 1, 2019. Merge cells in row 1. Type **March 1, 2019.** **Bold** and **align center**. Change row height to **0.35"**. Apply **Black, Text 1** shading.

| March 1, 2021 | | | |
|---------------|----------|----------------------|----------------------|
| Start Time | End Time | Item | HOA Officers-Members |
| 3:00 PM | 3:30 PM | Introductions | |
| 3:30 PM | 4:00 PM | Financial Summary | |
| 4:00 PM | 4:15 PM | Break | Secretary |
| 4:15 PM | 5:00 PM | Rule Violations | Secretary |
| 5:00 PM | 5:30 PM | Improvement Requests | Homeowner |

Convert text to table, column 2 width **1.5"**. **Right-align** Column 2.

Complete text. **Bold** row 2. **AutoFit** contents.

Update Interest Income to **\$3,000**.

2020 Financial Summary

Center both tables.

Insert **Total Revenue** row and center.

Insert **Total Expenses** row and center.

Insert **Net Change** row and right-align.

Apply Table Style **Grid Table 4, Accent 3**. Uncheck **Header Row**.

| Revenue | |
|-----------------------|--------------------|
| Association Dues | \$10,200.00 |
| Interest Income | \$3,000.00 |
| Parking Space Rentals | \$1,700.00 |
| Total Revenue | \$14,900.00 |
| Expenses | |
| Operating | \$2,200.00 |
| Utilities | \$1,800.00 |
| Repairs/Maintenance | \$1,700.00 |
| Landscape/Grounds | \$1,650.00 |
| Mailboxes | \$350.00 |
| Total Expenses | \$7,700.00 |
| Net Change | \$7,200.00 |

Insert formula to calculate total revenue and format as Currency: **{=SUM(ABOVE) \# "\$#,##0.00;(\$#,##0.00)" }**

Create a formula to calculate total expenses and format as Currency: **{=SUM(ABOVE) \# "\$#,##0.00;(\$#,##0.00)" }**

Create a formula to calculate Net Change: **{=R5C2-R12C2 \# "\$#,##0.00;(\$#,##0.00)" }**

Table 1: Financial Summary

Add **Table 1: Financial Summary** caption and center.