

[INSERT CONDOMINIUM LETTERHEAD]

**ANNUAL REPORT**

**DISCLOSURE OF CONTRACTS WITH INTERESTED DIRECTORS**

This report is being furnished in accordance with Business Corporation Law (BCL) Section 727, which requires the Board of Managers (the “Board”) of the [Name of Condominium] (the “Condominium”) to disclose any contracts involving “interested directors.” Interested directors are members of the Condominium Board affiliated with, or who have a substantial financial interest in, a company who is a party to a contract with the Condominium.

The Board awarded the following contract(s) to parties in which a member of the Board was an “interested director”:

1. [Recipient] [Amount] [Purpose] [Date] [Term]
2. [Recipient] [Amount] [Purpose] [Date] [Term]
3. [Repeat above as necessary for all “interested” contracts requiring disclosure]

Voting on the above contract(s) was taken as follows:

1. [Identify contract]:
  - a. Date of Board Meeting: \_\_\_\_\_
  - b. Board Members Attending: \_\_\_\_\_
  - c. Votes for and against contract (by Board Member): \_\_\_\_\_

Very truly yours,

BOARD OF MANAGERS OF [CONDOMINIUM]


[all Board members must print and sign their name]

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**No actions taken by the Board were subject to the annual report required pursuant to Section 727 of the Business Corporation Law.**

Very truly yours,

BOARD OF MANAGERS OF [*CONDOMINIUM*]

_____	_____
_____	_____
_____	_____
_____	_____

[*all Board members must print and sign their name*]