

**[Enter name of homeowners association]  
BOARD OF DIRECTORS MEETING**

**[Enter time of meeting]  
[Enter day and date of meeting]  
[Enter location of meeting]**

**AGENDA**

**CALL TO ORDER**

**MEMBER COMMENTS**

**OLD BUSINESS**

1. Approval of minutes for [Enter date of last BOD meeting]
- 2.

**NEW BUSINESS**

- 1.
- 2.

**EXECUTIVE SESSION**

- 1.

**ADJOURN**

*Items may be added to, or deleted from, this agenda by the Board as necessary.*

**Attendance at this Board Meetings is open to all members of the  
[Enter name of homeowners association].  
Due to limited space, anyone planning to attend the meeting should contact [Enter name of HOA  
President] at  
{enter contact phone number} at least 24 hours prior to the meeting.**

Minutes of the meeting are available to Members upon written request to the Secretary.