

[Enter name of homeowners association] BOARD OF DIRECTORS MEETING

Meeting Minutes [date of meeting]

Opening:

The regular meeting of the [Enter name of homeowners association] Board of Directors was called to order at [time] on [date] in [location] by [Meeting Chair].

Present:

[list of attendees]

A. Approval of Agenda

The agenda was unanimously approved as distributed.

B. Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

C. Old Business

Summarize the discussion for any old issues, state the outcome and assign any action item.

D. New Business

Summarize the discussion for new issues, state the next steps and assign any action item.

E. Member Comments

Summarize any comments made by members present at the meeting.

F. Agenda for Next Meeting

List the items to be discussed at the next meeting.

Adjournment:

Meeting was adjourned at [time] by [person]. The next Board of Directors meeting has been tentatively set for [date].

Minutes submitted by: Type name here

Date submitted: Enter date

Approved by: Type name here