HOA BOARD MEETING MINUTES

Name of the association: _____ (the "Association"), located in _____ (state). Kind of community (check one): [ ] homeowners association [ ] condominium association [ ] other community association.

Meeting (check one): [ ] regular board meeting [ ] special board meeting [ ] annual meeting of the members [ ] executive session of the board [ ] emergency board meeting. Date: _____. Held (check one): [ ] in person at _____ [ ] by video or phone (_____) [ ] in person, with some joining by video or phone.

1. CALL TO ORDER

_____, _____ (title), called the meeting to order at _____ and presided. _____ acted as recording secretary and recorded these minutes.

Special or emergency meeting called by: _____. Purpose stated in the call: _____.

Emergency meeting only: circumstances that could not reasonably have been foreseen required the Board's immediate attention and made regular notice impractical. The circumstances were: _____.

2. NOTICE

(Check one) [ ] Notice of the meeting, including its agenda, was given on _____ in the manner required by the Association's governing documents and applicable law. [ ] Notice was given as follows: _____. [ ] Because of an emergency, regular notice could not practically be given.

3. ATTENDANCE AND QUORUM

Directors present in person: _____

Directors present by video or phone: _____

Directors absent: _____

Community manager or management company: _____

Others present: _____

Owners attending who are not directors (number): _____. Annual meeting: votes present in person or by proxy: _____ of _____ total votes.

The presiding officer announced that a quorum [ ] was present and the meeting proceeded to business [ ] was not present, so no action requiring a vote was taken.

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4. OWNER COMMENT PERIOD

(Open meetings) [ ] Owners spoke. Summary of comments: _____. [ ] Owners were invited to speak, but no one did. [ ] No owner comment period was held.

5. APPROVAL OF PRIOR MINUTES

The minutes of the meeting held on _____ were reviewed and [ ] approved as presented [ ] approved with these corrections: _____.

6. REPORTS

1. Report: _____. Presented by: _____. Summary: _____.

2. Report: _____. Presented by: _____. Summary: _____.

3. Report: _____. Presented by: _____. Summary: _____.

7. MOTIONS

1. Motion: _____. Moved by: _____. Seconded by: _____. For: _____. Against: _____. Abstain: _____. Result: [ ] carried [ ] failed [ ] tabled. Each director's vote: _____.

2. Motion: _____. Moved by: _____. Seconded by: _____. For: _____. Against: _____. Abstain: _____. Result: [ ] carried [ ] failed [ ] tabled. Each director's vote: _____.

3. Motion: _____. Moved by: _____. Seconded by: _____. For: _____. Against: _____. Abstain: _____. Result: [ ] carried [ ] failed [ ] tabled. Each director's vote: _____.

8. EXECUTIVE SESSION

The Board met in executive session, closed to members who are not directors, to discuss matters in these general categories (check all that apply): [ ] litigation or legal advice [ ] contracts with third parties [ ] member discipline [ ] personnel matters [ ] an owner's assessment payments or payment plan [ ] a decision on foreclosing an assessment lien [ ] other: _____. Only general descriptions are recorded here. General summary: _____.

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9. ADJOURNMENT

The next meeting is scheduled for _____. There being no further business, the meeting was adjourned at _____.

The recording secretary submits these minutes as an accurate record of the meeting.

SIGNATURES

Recording Secretary

Signature: _____ Date: _____

Printed Name: _____

Presiding Officer (optional)

Signature: _____ Date: _____

Printed Name: _____

APPROVAL OF MINUTES

Approved by _____ on _____.

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