Click or tap here to enter text.

**BOARD OF DIRECTORS**

**MEETING MINUTES**

Click or tap to enter a date.

1. CALL TO ORDER
   1. Click or tap here to enter text. called the Board meeting to order at Click or tap to enter a date. At Click or tap here to enter text..

A quorum was present.

1. ROLL CALL
   1. Board Members Present:
      * Click or tap here to enter text.
   2. Others Present: (Managers/Employees)
      * Click or tap here to enter text.
   3. Approximate number of Homeowners in attendance: Click or tap here to enter text.
2. HOMEOWNERS FORUM
   1. Homeowner forum was held from <time> until <time>
   2. Homeowners spoke concerning agenda and non-agenda items.
3. APPROVAL OF MINUTES
   1. Approve prior meeting minutes for Click or tap to enter a date.
      * **MSUC[[1]](#footnote-1)** as submitted or with the following changes: Click or tap here to enter text.
4. EXECUTIVE SESSION DISCLOSURE
   1. Executive session convened at <time> to discuss Click or tap here to enter text.
   2. Actions (votes) taken in Executive session were:
      * Click or tap here to enter text.
5. COMMITTEE REPORTS
   1. Click or tap here to enter text.
6. FINANCIAL REPORT

Balance Sheets as of Click or tap to enter a date.

Operating $ Click or tap here to enter text.

Reserves $ Click or tap here to enter text.

Delinquencies $ Click or tap here to enter text.

**MSUC to:** Receive the financials for Click or tap to enter a date. as presented, subject to audit or review.

Delinquency Report

Reviewed in Executive session.

Liens

Click or tap here to enter text.

1. MANAGEMENT REPORT
   1. Click or tap here to enter text.
2. UNFINISHED BUSINESS
   1. Click or tap here to enter text.
3. NEW BUSINESS
   1. Click or tap here to enter text.
4. NEXT MEETING DATE
   1. The next Board meeting is scheduled for Click or tap to enter a date. at Click or tap here to enter text.
5. ADJOURNMENT
   1. There being no further business the meeting was adjourned at Click or tap to enter a date..

BOARD CERTIFICATION & APPROVAL OF MINUTES:

“This is to certify that the <Community Name> is a <State> Nonprofit Mutual Benefit Corporation; that the Board is duly constituted; has made all decisions based on reasonable investigation, in good faith and with regard to the best interests of the community and its members; has exercised discretion within the scope of it authority under relevant statues, covenants and restrictions in discharging its obligations; and herby approve the authenticity of actions reported in minutes of this meeting.”

**APPROVED:**

**SECRETARY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. MSUC = Moved, Seconded, Unanimously Carried

   ©HOA Consulting [↑](#footnote-ref-1)