HOA Agenda Template

Template

SAMPLE BOARD MEETING AGENDA

[Association Name]
[Meeting Type: Board / Annual / Special]
Date: _____ Time: _____ Location: _____

1. Call to Order
Presiding officer: _____

2. Roll Call
Board members present: _____

3. Quorum Check
Confirm enough members are present to vote (see the bylaws for the quorum number).

4. Approval of Minutes
Prior meeting's minutes reviewed and approved: [ ] Yes [ ] Amended

5. Reports
Treasurer: _____
Property manager: _____
Standing committees: _____

6. Old Business
- _____
- _____

7. New Business
- _____
- _____

8. Owner Open Forum
Time allotted per speaker: _____

9. Executive Session (if needed)
Reason (legal, personnel or contract matter only): _____

10. Adjournment
Next meeting date: _____