GORILLA CONDOS

HOA Meeting Minutes Template

Template

[ASSOCIATION NAME]
MINUTES OF THE [REGULAR / SPECIAL / ANNUAL] MEETING OF THE [BOARD OF DIRECTORS / MEMBERS]

Date: _____ Time called to order: _____ Location: _____
Notice sent on _____ by [mail / email / posting], as required by [state statute or bylaws]

1. Call to Order
Presiding officer: _____ Recording secretary: _____

2. Attendance and Quorum
Board members present: _____
Board members absent: _____
Others present (manager, counsel, guests): _____
Quorum: [ ] Present [ ] Not present

3. Approval of Prior Minutes
Minutes of _____ approved: [ ] As written [ ] As corrected
Motion by _____ Second by _____
Vote: ____ for, ____ against, ____ abstaining

4. Reports
Treasurer: _____ (report attached: [ ] Yes [ ] No)
Manager: _____
Committees: _____

5. Old Business
Item: _____ Action taken: _____
Motion by _____ Second by _____
Vote: ____ for, ____ against, ____ abstaining

6. New Business
Item: _____ Action taken: _____
Motion by _____ Second by _____
Vote: ____ for, ____ against, ____ abstaining

7. Owner Comments
Topics raised (summary only): _____

8. Executive Session
Entered at _____ Left at _____
Topic allowed by [state statute or bylaws]: _____
(No details of the discussion are recorded here.)

9. Adjournment
Meeting adjourned at _____ Next meeting: _____

Submitted by: _____, Secretary Date: _____
Approved by the board on: _____