

[Your HOA Name]
Minutes of the Board Meeting

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Venue]

I. Call to Order

[Name of Board Member] called the meeting to order at [Insert Time].

II. Roll Call & Quorum Verification

The following board members were present:

- [Name, Position]
- [Name, Position]
- [Name, Position]

The following board members were absent:

- [Name, Position]

Other attendees:

- [Name, Role (e.g., HOA Manager, Attorney, Accountant)]

A quorum **[was/were]** not established.

III. Approval of Previous Meeting Minutes

A motion was made by [Name] to approve the meeting minutes from [Date of Last Meeting]. The motion was **seconded by [Name] and approved/denied with/without amendments.**

IV. Homeowner Open Forum

[Summarize any homeowner comments, concerns, or questions, ensuring responses or action items are noted.]

V. Reports

A. Officer & Committee Reports

1. **President's Report:** [Summary of key updates]
2. **Treasurer's Report:** [Financial updates including budget status, major expenses, and reserve fund updates]
3. **Committee Reports:** [Summary of updates from committees such as maintenance, security, or social events]

VI. Old/Unfinished Business

1. [Topic] – [Summary of previous discussion, updates, and final decisions]
2. [Topic] – [Any action taken or decisions postponed]

VII. New Business

1. [Topic] – [Summary of the issue, discussion points, and outcome]
2. [Topic] – [Decisions made, if any]

VIII. Action Items & Next Steps

- Task: [Describe action item]
- Responsible Party: [Person/Committee]
- Due Date: [Deadline for completion]

IX. Adjournment & Next Meeting Details

The meeting was adjourned at [Time]. The next board meeting is scheduled for [Date, Time, and Location].

Minutes Prepared by:

[Secretary's Name], HOA Secretary

[Date]

Minutes Approved by:

[Board President's Name], HOA President

[Date]