**ABC Homeowners Association**

Minutes of the Board Meeting

Date: Tuesday, January 24, 2023

Time: 7 p.m.

Venue: *Address of venue*

Attendance:

*List down names of attendees and position (if applicable)*

1. Call to Order

*Name of board member* called the meeting to order at *time.*

1. Roll Call of Directors  
   Roll call took place at *time.*

Directors and officers present are as follows:

*Name, position, time arrived*

*Name, position, time arrived*

*Name, position, time arrived*

Others present are as follows (*such as HOA manager, attorney, etc.)*:

*Name, position, time arrived*

*Name, position, time arrived*

Directors and officers absent are as follows:

*Name, position, time arrived*

1. Approval of Previous Meeting’s Minutes

Motion by *name* to approve the minutes of the previous board meeting held last *time and date* at *venue*. Motion seconded by *name*. Motion passed at *time.*

1. Open Forum for Homeowners
2. Manager’s Report

*Name* gave the Manager’s Report at *time.*

1. *List down the key takeaways. For example:* Playground repairs were completed on *date* at a total cost of *$XXX.*
2. Financial Report

*Name* gave the Treasurer’s Report at *time.*

1. *List down the key takeaways, such as the total assets, reserve expenses, operating fund details, etc.)*
2. Old Business

*Name* discussed unfinished business at *time.*

1. *List down the key takeaways. For example:* The board discussed and approved a proposal by *vendor’s name* to install new mailboxes at the cost of *$XXX.*

Those who voted to approve the proposal are:

* 1. *Name, position*
  2. *Name, position*
  3. *Name, position*

1. New Business

*Name* discussed new business at *time.*

1. *List down the key takeaways. For example:* The board discussed an issue regarding pests in common areas. Requests for proposals are scheduled to go out on *date.*
2. Next Meeting Date

The next board meeting will take place on *date* at *time* at a venue to be decided.

The board adjourned to executive session at *time.*

**Minutes prepared by:**

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*Name,* Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Minutes approved by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name,* Secretary

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Date

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*Name,* President

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Date