MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

CALLED TO ORDER: **ADJOURNED:**
ALSO CONDUCTED BY VIDEO CONFERENCE: **MEETING RECORDED:**
PLATFORM AND ACCESS:
RECORDING RETAINED AS AN OFFICIAL RECORD:
RECORDED BY AN OWNER:

CALL TO ORDER

The meeting was called to order at by

ROLL CALL

Directors present in person:
Directors present by video conference or telephone:
Directors absent:
Also present:
Owners in attendance:

ESTABLISHMENT OF QUORUM

A quorum of the board established. of directors were present. The quorum requirement in the association's bylaws is

PROOF OF NOTICE OF MEETING

reported that notice of this meeting was given as recorded below and presented for the records.

Agenda posted at:
Posted on: at
Continuous hours posted before the meeting:
Notice also mailed, delivered, or electronically transmitted:
Date of that notice:
Reason 14-day notice was required:

Affidavit of 14-day notice filed with the official records:

APPROVAL OF MINUTES

Minutes of the board meeting held were

MOTION: moved to approve the minutes of the meeting
The motion was seconded by The motion

Corrections made:
Directors voting in favor:
Directors voting against:
Directors abstaining, and the reason each stated:

TREASURER'S REPORT

Reporting period: **Presented by:**

Operating cash on hand:
Reserve cash on hand:
Total assessments receivable:
Receivables over 90 days:
Operating result against budget, year to date:

Questions from directors:

MANAGER'S REPORT

Exhibit reference:

COMMITTEE REPORTS

reported by
Board action requested:

reported by
Board action requested:

UNFINISHED BUSINESS

A)

Discussion:

MOTION: Moved by seconded by The motion

Directors voting in favor:
Directors voting against:
Directors abstaining, and the reason each stated:
Effective: **Assigned to:** **Due:**

NEW BUSINESS

B)

Discussion:

MOTION: Moved by seconded by The motion

Directors voting in favor:
Directors voting against:
Directors abstaining, and the reason each stated:
Effective: **Assigned to:** **Due:**

C)

Discussion:

MOTION: Moved by seconded by The motion

Directors voting in favor:
Directors voting against:
Directors abstaining, and the reason each stated:
Effective: **Assigned to:** **Due:**

Additional items follow the same form, lettered in the order they appeared on the posted notice.

OWNER COMMENTS

The floor was opened for owner comment at and closed at owners spoke.

Speaking rule applied:
Topics raised:
Matters placed on a future agenda:

ADJOURNMENT

There being no further business, moved to adjourn and seconded. The motion carried and the meeting adjourned at

NEXT MEETING

Respectfully submitted,

Prepared on Approved by the board at its meeting on

Exhibits attached:

____

Secretary

Date:

Optional additions

The document above is complete as it stands. Use nothing on this page unless the situation described applies to your association.

If the board took up an item that was not on the posted notice

Record it as its own lettered item at the end of NEW BUSINESS, using the block below in place of the ordinary one, then add the ratification item to the next regular agenda before you file these minutes.

Item:
Basis for taking it up without notice:

MOTION: moved to take up the item described above without prior notice. The motion was seconded by The motion

Directors voting in favor:
Directors voting against:
Directors abstaining, and the reason each stated:
Ratification item added to the agenda for:

If the board ratified emergency action taken at an earlier meeting

Record the ratification as its own lettered item at the start of UNFINISHED BUSINESS.

Action being ratified:

MOTION: moved to ratify the emergency action described above. The motion was seconded by The motion

Directors voting in favor:
Directors voting against:
Directors abstaining, and the reason each stated:

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