

[ASSOCIATION NAME]

MINUTES OF THE [REGULAR / SPECIAL] MEETING OF THE BOARD OF DIRECTORS

[DAY OF WEEK, MONTH DAY, YEAR]

[STREET ADDRESS, ROOM OR AREA]

[DRAFT, NOT YET APPROVED / APPROVED (APPROVAL DATE)]

CALLED TO ORDER: [TIME] **ADJOURNED:** [TIME]

ALSO CONDUCTED BY VIDEO CONFERENCE: [YES / NO] **MEETING RECORDED:** [YES / NO]

PLATFORM AND ACCESS: [PLATFORM, WEB LINK, DIAL-IN NUMBER, OR "NOT APPLICABLE"]

RECORDING RETAINED AS AN OFFICIAL RECORD: [YES / NO / NOT APPLICABLE]

RECORDED BY AN OWNER: [OWNER NAME OR UNIT, OR "NONE"]

CALL TO ORDER

The meeting was called to order at [TIME] by [NAME], [TITLE].

ROLL CALL

Directors present in person: [NAME, OFFICE]; [NAME, OFFICE]; [NAME, OFFICE]

Directors present by video conference or telephone: [NAME, OFFICE, OR "NONE"]

Directors absent: [NAME, OFFICE, OR "NONE"]

Also present: [MANAGER NAME AND FIRM]; [COUNSEL OR OTHER ATTENDEES, OR "NONE"]

Owners in attendance: [NUMBER OF OWNERS]

ESTABLISHMENT OF QUORUM

A quorum of the board [WAS / WAS NOT] established. [DIRECTORS PRESENT] of [DIRECTORS IN OFFICE] directors were present. The quorum requirement in the association's bylaws is [STATE THE REQUIREMENT].

PROOF OF NOTICE OF MEETING

[NAME], [TITLE], reported that notice of this meeting was given as recorded below and presented [THE POSTING AFFIDAVIT / A PHOTOGRAPH OF THE POSTED NOTICE / THE MAILING CERTIFICATE] for the records.

Agenda posted at: [POSTING LOCATION]

Posted on: [POSTING DATE] at [POSTING TIME]

Continuous hours posted before the meeting: [HOURS]

Notice also mailed, delivered, or electronically transmitted: [YES / NO]

Date of that notice: [NOTICE DATE, OR "NOT APPLICABLE"]

Reason 14-day notice was required: [SPECIAL ASSESSMENT / RULE AMENDMENT ON UNIT OR PARCEL USE / NOT APPLICABLE]

Affidavit of 14-day notice filed with the official records: [YES / NO / NOT APPLICABLE]

APPROVAL OF MINUTES

Minutes of the board meeting held [PRIOR MEETING DATE] were [CIRCULATED IN ADVANCE / DISTRIBUTED AT THE MEETING].

MOTION: [NAME] moved to approve the minutes of the [PRIOR MEETING DATE] meeting [AS CIRCULATED / AS CORRECTED]. The motion was seconded by [NAME]. The motion [CARRIED / FAILED].

Corrections made: [STATE EACH CORRECTION, OR "NONE"]

Directors voting in favor: [NAMES, OR "ALL DIRECTORS PRESENT"]

Directors voting against: [NAMES, OR "NONE"]

Directors abstaining, and the reason each stated: [NAME AND REASON, OR "NONE"]

TREASURER'S REPORT

Reporting period: [MONTH OR QUARTER, YEAR] **Presented by:** [NAME, TITLE]

Operating cash on hand: [AMOUNT]

Reserve cash on hand: [AMOUNT]

Total assessments receivable: [AMOUNT]

Receivables over 90 days: [AMOUNT]

Operating result against budget, year to date: [AMOUNT OVER OR UNDER BUDGET]

Questions from directors: [QUESTION AND ANSWER, OR "NONE"]

MANAGER'S REPORT

[THREE TO SIX LINES: WORK COMPLETED, WORK SCHEDULED, VENDOR ISSUES, COMPLIANCE DEADLINES]

Exhibit reference: [EXHIBIT A, MANAGER'S REPORT DATED (REPORT DATE), OR "NONE"]

COMMITTEE REPORTS

[COMMITTEE NAME AND SUBJECT, OR "NONE"]: reported by [NAME]. [ONE OR TWO LINES OF WHAT WAS REPORTED]. Board action requested: [YES / NO].

[COMMITTEE NAME AND SUBJECT, OR "NONE"]: reported by [NAME]. [ONE OR TWO LINES OF WHAT WAS REPORTED]. Board action requested: [YES / NO].

UNFINISHED BUSINESS

A) [AGENDA ITEM AS IT APPEARED ON THE POSTED NOTICE, OR "NONE"]

Discussion: [TWO TO FOUR LINES: WHAT THE BOARD WAS DECIDING AND THE FACTUAL BASIS]

MOTION: [EXACT TEXT OF THE MOTION]. Moved by [NAME], seconded by [NAME]. The motion [CARRIED / FAILED].

Directors voting in favor: [NAMES, OR "ALL DIRECTORS PRESENT"]

Directors voting against: [NAMES, OR "NONE"]

Directors abstaining, and the reason each stated: [NAME AND REASON, OR "NONE"]

Effective: [IMMEDIATELY / EFFECTIVE DATE] **Assigned to:** [NAME] **Due:** [DUE DATE]

NEW BUSINESS

B) [AGENDA ITEM AS IT APPEARED ON THE POSTED NOTICE, OR "NONE"]

Discussion: [TWO TO FOUR LINES]

MOTION: [EXACT TEXT OF THE MOTION]. Moved by [NAME], seconded by [NAME]. The motion [CARRIED / FAILED].

Directors voting in favor: [NAMES, OR "ALL DIRECTORS PRESENT"]

Directors voting against: [NAMES, OR "NONE"]

Directors abstaining, and the reason each stated: [NAME AND REASON, OR "NONE"]

Effective: [IMMEDIATELY / EFFECTIVE DATE] **Assigned to:** [NAME] **Due:** [DUE DATE]

C) [NEXT AGENDA ITEM AS POSTED, OR "NONE"]

Discussion: [TWO TO FOUR LINES]

MOTION: [EXACT TEXT OF THE MOTION]. Moved by [NAME], seconded by [NAME]. The motion [CARRIED / FAILED].

Directors voting in favor: [NAMES, OR "ALL DIRECTORS PRESENT"]

Directors voting against: [NAMES, OR "NONE"]

Directors abstaining, and the reason each stated: [NAME AND REASON, OR "NONE"]

Effective: [IMMEDIATELY / EFFECTIVE DATE] **Assigned to:** [NAME] **Due:** [DUE DATE]

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 [TIME] and closed at [TIME]. [SPEAKER COUNT] owners spoke.

Speaking rule applied: [THE ASSOCIATION'S ADOPTED WRITTEN RULE]

Topics raised: [AGENDA ITEMS OR SUBJECTS, OR "NONE"]

Matters placed on a future agenda: [ITEM AND MEETING DATE, OR "NONE"]

ADJOURNMENT

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

NEXT MEETING

[DATE, TIME, LOCATION]

Respectfully submitted,

[NAME], [TITLE]

Prepared on [PREPARATION DATE]. Approved by the board at its meeting on [APPROVAL DATE].

Exhibits attached: [LIST, OR "NONE"]

[NAME], Secretary

[ASSOCIATION NAME]

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: [DESCRIPTION OF THE ITEM TAKEN UP]

Basis for taking it up without notice: [STATE THE EMERGENCY]

MOTION: [NAME] moved to take up the item described above without prior notice. The motion was seconded by [NAME]. The motion [CARRIED / FAILED].

Directors voting in favor: [NAMES, OR "ALL DIRECTORS PRESENT"]

Directors voting against: [NAMES, OR "NONE"]

Directors abstaining, and the reason each stated: [NAME AND REASON, OR "NONE"]

Ratification item added to the agenda for: [DATE OF NEXT REGULAR MEETING]

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: [DESCRIPTION OF THE ACTION, TAKEN (DATE OF THE EARLIER MEETING)]

MOTION: [NAME] moved to ratify the emergency action described above. The motion was seconded by [NAME]. The motion [CARRIED, RATIFYING THE ACTION / FAILED].

Directors voting in favor: [NAMES, OR "ALL DIRECTORS PRESENT"]

Directors voting against: [NAMES, OR "NONE"]

Directors abstaining, and the reason each stated: [NAME AND REASON, OR "NONE"]

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