[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 the association’s governing documents and applicable law require, and presented [THE POSTING AFFIDAVIT / A PHOTOGRAPH OF THE POSTED NOTICE / THE MAILING CERTIFICATE / THE ELECTRONIC TRANSMISSION LOG] for the records.

Method of notice: [POSTED / MAILED / HAND DELIVERED / ELECTRONICALLY TRANSMITTED]
Notice given on: [DATE] at [TIME, IF POSTED]
Notice period required by the bylaws or statute: [STATE THE REQUIREMENT]
Notice period actually given: [DAYS OR HOURS]
Heightened notice required for any item on this agenda: [YES, IDENTIFY THE ITEM AND THE REQUIREMENT / NO]
Proof of notice filed with the official records: [YES / NO]

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: [PERIOD]
Operating cash on hand: [$ AMOUNT]
Reserve cash and investments on hand: [$ AMOUNT]
Total assessments receivable: [$ AMOUNT]
Accounts more than [NUMBER] days delinquent: [NUMBER] totalling [$ AMOUNT]
Budget to actual variance of note: [DESCRIBE, OR "NONE"]

Report accepted, filed for audit: [YES / NO]

MANAGEMENT REPORT

[SUMMARISE THE REPORT IN TWO OR THREE SENTENCES, OR "THE WRITTEN REPORT DATED [DATE] WAS RECEIVED AND IS FILED WITH THESE MINUTES."]

COMMITTEE REPORTS

[COMMITTEE NAME]: [SUMMARY, OR "NO REPORT"]
[COMMITTEE NAME]: [SUMMARY, OR "NO REPORT"]

UNFINISHED BUSINESS

[ITEM TITLE]

[ONE OR TWO SENTENCES OF FACTUAL BACKGROUND. NO OPINION, NO CHARACTERISATION.]

MOTION: [NAME] moved [STATE THE MOTION IN FULL, EXACTLY AS MADE]. The motion was seconded by [NAME]. The motion [CARRIED / FAILED].

Directors voting in favor: [NAMES]
Directors voting against: [NAMES, OR "NONE"]
Directors abstaining, and the reason each stated: [NAME AND REASON, OR "NONE"]
Directors not present for this vote: [NAMES, OR "NONE"]

NEW BUSINESS

[ITEM TITLE]

[ONE OR TWO SENTENCES OF FACTUAL BACKGROUND.]

MOTION: [NAME] moved [STATE THE MOTION IN FULL]. The motion was seconded by [NAME]. The motion [CARRIED / FAILED].

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

Directors abstaining, and the reason each stated: [NAME AND REASON, OR “NONE”]
Directors not present for this vote: [NAMES, OR “NONE”]

[CONTRACT OR EXPENDITURE ITEM, IF ANY]

Vendor: [NAME] **Amount:** [$ AMOUNT] **Term:** [TERM]
Competing proposals received: [NUMBER, OR “NONE”]
Any director or officer disclosed an interest in this vendor: [NAME AND NATURE OF INTEREST, OR “NONE”]

MOTION: [NAME] moved [STATE THE MOTION IN FULL]. The motion was seconded by [NAME]. The motion [CARRIED / FAILED].

Directors voting in favor: [NAMES]
Directors voting against: [NAMES, OR “NONE”]
Directors abstaining, and the reason each stated: [NAME AND REASON, OR “NONE”]

OWNER PARTICIPATION

Owners were given an opportunity to speak on [DESIGNATED AGENDA ITEMS / ALL AGENDA ITEMS], as [THE BYLAWS / APPLICABLE LAW / BOARD RULE] provides.

Time limit applied per speaker: [MINUTES, OR “NONE”]
Number of owners who spoke: [NUMBER]
Subjects raised: [LIST THE SUBJECTS ONLY. DO NOT ATTRIBUTE STATEMENTS TO NAMED OWNERS.]

ANY CLOSED OR EXECUTIVE SESSION

A closed session was held: [YES / NO]
If yes, stated basis: [BASIS RELIED ON UNDER THE BYLAWS OR APPLICABLE LAW]
Time closed: [TIME] **Time reopened:** [TIME]
Directors present for the closed session: [NAMES]
Action taken in closed session, if any, and reported in open session: [DESCRIBE, OR “NONE”]

NEXT MEETING

Date: [DATE] **Time:** [TIME] **Location:** [LOCATION]

ADJOURNMENT

MOTION: [NAME] moved to adjourn. The motion was seconded by [NAME]. The motion [CARRIED / FAILED]. The meeting adjourned at [TIME].

Minutes prepared by: [NAME], [TITLE] **Date prepared:** [DATE]

Minutes approved by the board on: [DATE]

Secretary signature: ________________________________ **Date:** _____________