

[ASSOCIATION NAME]

NOTICE OF BOARD OF DIRECTORS MEETING

[REGULAR / SPECIAL] Meeting of the Board of Directors

DATE: [DAY, MONTH DD, YYYY]

TIME: [H:MM AM/PM]

PLACE: [STREET ADDRESS, ROOM OR AREA, CITY, STATE ZIP]

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

Owners may attend. Owners may speak on [ITEMS ON THIS AGENDA / ALL MATTERS], for up to [MINUTES PER SPEAKER] minutes per item, [BEFORE THE VOTE ON EACH ITEM / AT THE OWNER COMMENT ITEM / BOTH], under [THE BYLAWS / THE BOARD'S WRITTEN RULE ON OWNER STATEMENTS, ADOPTED [DATE] / APPLICABLE LAW]. Owners who wish to speak should [HOW AND BY WHEN TO SIGN UP, OR "NO SIGN-UP SHEET IS USED"]].

Recording of this meeting by an owner is [PERMITTED / PERMITTED SUBJECT TO THE BOARD'S ADOPTED RULE, [RULE NUMBER AND DATE] / NOT PERMITTED], as provided by [THE GOVERNING DOCUMENTS / APPLICABLE LAW].

If you need an accommodation in order to attend, contact [ACCOMMODATION CONTACT NAME] at [PHONE] or [EMAIL] by [ACCOMMODATION REQUEST DEADLINE].

AGENDA

1. Call to Order
2. Roll Call
3. Establishment of Quorum. Quorum required under the bylaws: [QUORUM REQUIRED].
4. Proof of Notice of Meeting
5. Approval of Minutes of the Meeting Held [DATE OF THE MEETING BEING APPROVED]. Vote.
6. Financial Report for [MONTH OR QUARTER COVERED], presented by [NAME OF PRESENTER]. Discussion.
7. [MANAGER'S REPORT, OR THE ITEM THIS BOARD USES IN ITS PLACE]. Discussion.
8. Committee Reports
 - a. [COMMITTEE NAME AND SUBJECT, OR "NONE"]. Discussion.
 - b. [COMMITTEE NAME AND SUBJECT, OR "NONE"]. Discussion.
9. Unfinished Business
 - a. [SUBJECT AND THE ACTION THE BOARD WILL TAKE, OR "NONE"]. [DISCUSSION OR VOTE].
 - b. [SUBJECT AND THE ACTION THE BOARD WILL TAKE, OR "NONE"]. [DISCUSSION OR VOTE].
10. New Business
 - a. [SUBJECT AND THE ACTION THE BOARD WILL TAKE, OR "NONE"]. [DISCUSSION OR VOTE].
 - b. [SUBJECT AND THE ACTION THE BOARD WILL TAKE, OR "NONE"]. [DISCUSSION OR VOTE].
11. Owner Comments and Questions to the Board
12. Next Meeting: [NEXT MEETING DATE] at [NEXT MEETING TIME], [NEXT MEETING LOCATION]
13. Adjournment

DATED: [DATE THIS NOTICE WAS ISSUED] By: [NAME AND TITLE OF PERSON ISSUING THE NOTICE]

CERTIFICATE OF NOTICE

I, [NAME], [TITLE] of [ASSOCIATION NAME], certify that notice of the meeting described above was given as follows.

METHOD: [POSTED ON THE PROPERTY / MAILED / HAND DELIVERED / ELECTRONICALLY TRANSMITTED / MORE THAN ONE, LIST EACH]

DATE GIVEN: [DATE] TIME, IF POSTED: [TIME]

LOCATION, IF POSTED: [DESCRIBE THE POSTING LOCATION]

NOTICE PERIOD REQUIRED: [STATE THE REQUIREMENT AND ITS SOURCE]

NOTICE PERIOD ACTUALLY GIVEN: [DAYS OR HOURS]

HEIGHTENED NOTICE REQUIRED FOR ANY AGENDA ITEM: [YES, IDENTIFY THE ITEM AND REQUIREMENT / NO]

IF YES, THAT NOTICE WAS GIVEN ON: [DATE], BY: [METHOD]

EVIDENCE RETAINED: [PHOTOGRAPH / MAILING CERTIFICATE / TRANSMISSION LOG / AFFIDAVIT]

Signed: _____ Date: _____

[NAME], [TITLE]

File this certificate with the association's official records.