HOA Board Meeting Minutes

[Association legal name]

Draft: not final until approved

Date	[Month day, year]	**Time**	[00:00] to [00:00]
Location	[Address or video platform]	**Notice posted**	[Date and where]
President / Chair	[Name]	**Secretary**	[Name]

1. Attendance and quorum

Board members present	Board members absent	Manager and homeowners attending
[Names]	[Names]	[Manager name; number of homeowners]

[Number] of [number] board members were present, which is a quorum under [section] of the bylaws.

2. Approval of previous minutes

The minutes of [date] were approved [as circulated / as corrected].

3. Homeowner forum

[Topics raised by homeowners, without names unless your rules require them.]

4. Reports received

Report	Presented by	Main points
Financial report	[Treasurer]	[Operating and reserve balances, and delinquencies in total.]
Manager report	[Name]	[Maintenance, vendors and inspections.]
Architectural requests	[Name]	[Number received, approved and denied, by lot number.]

5. Motions and resolutions

No.	Motion (exact wording)	Moved by	Seconded by	For / Against / Abstain	Result
1	[Resolved, that the minutes of the meeting held on (date) are approved.]	[Name]	[Name]	[0 / 0 / 0]	[Carried / Failed]
2	[Resolved, that ...]	[Name]	[Name]	[0 / 0 / 0]	[Carried / Failed]
3	[Resolved, that ...]	[Name]	[Name]	[0 / 0 / 0]	[Carried / Failed]

6. Closed session

[The board met in closed session from (time) to (time) to discuss (general subject, such as legal or violation matters). Decisions are recorded in section 5.] or [None held.]

7. Action register

Action	Owner	Due date
[Action]	[Name]	[Date]
[Action]	[Name]	[Date]

8. Adjournment

The meeting adjourned at [time]. Next meeting: [date].

Secretary	President / Chair
Signature:	Signature:
Name:	Name:
Date signed:	Date approved by the board: