

**SAMPLE HOMEOWNERS ASSOCIATION
Board of Directors Meeting**

Meeting Date: _____
Time Called To Order: _____
Location: _____

Meeting Time: _____
Time Adjourned: _____

Board Members Present:

Name: _____	Name: _____
Name: _____	Name: _____
Name: _____	Name: _____

Homeowners Present:

Name: _____	Unit #: _____
Name: _____	Unit #: _____
Name: _____	Unit #: _____

Also Present:

Name: _____ Name: _____

Approval of Minutes:

As Submitted: _____ Motion By: _____ Vote: _____
As Corrected: _____ Second By: _____
Correction (If Any): _____

Approval of Financial Report:

As Submitted: _____ Motion By: _____ Vote: _____
As Corrected: _____ Second By: _____
Correction (If Any): _____

Other Motions:

Motion By: _____ Second By: _____ Vote: _____

Other Motions:

Motion By: _____ Second By: _____ Vote: _____

Other Motions:

Motion By: _____ Second By: _____ Vote: _____

Action Items:

Responsibility:	Item:
_____	_____
_____	_____
_____	_____
_____	_____

Next Meeting Date/Time/Location: _____

Contact _____ at _____ regarding minutes.