

1 [YOUR COMMUNITY NAME] Homeowners Association, Inc.
2 Board of Directors Meeting
3 DAY, DATE, 20XX
4 TIME
5

6 **Draft Minutes**
7

8
9 **Attendees:**

10 [Board Members]
11

12 **Absent:**

13 [Absent Board Members]
14

15 **Other Attendees:**

16 YOUR MANAGING AGENT, Emiroglu Management Services LLC
17 _____, Homeowner, [YOUR COMMUNITY NAME]
18 _____, Homeowner, [YOUR COMMUNITY NAME]
19 _____, Homeowner, [YOUR COMMUNITY NAME]
20

21 **Call to Order**
22

23 _____ called the meeting to order at _____ p.m. noting the presence of
24 quorum. [quorum is only needed for Board members in attendance]
25

26 **Approval of Minutes from Prior Meeting**
27

28 The minutes of the _____ Board of Directors meeting were reviewed and
29 unanimously approved.
30

31 **[Follow your agenda]**
32

33 **Management Report**
34

35 **A. Administrative**
36

- 37 i. Xxxxx
 - 38 ii. Xxxxx
 - 39 iii. Xxxxx
 - 40 iv. xxxxx
- 41

42
43 **B. Contracts**
44

- 45 i. Xxxxx
- 46 ii. Xxxxx

47 iii. xxxxx

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52 **Homeowner Forum**

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56 **Executive Session**

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58 The Board adjourned into Executive Session at _____ p.m. The Board reconvened at
59 _____ p.m. into regular session.

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62 **Adjournment**

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64

65 Respectfully submitted by

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