

<ASSOCIATION NAME>
Board of Directors
Minutes of <Meeting Type>
<Date of Meeting>

Minutes of the Board of Directors meeting of the <association name> held at the <name of venue>, in <city>, <state>, at <time> on <date>.

I. CALL TO ORDER

Board member <name> called the meeting to order at <time>.

II. ROLL CALL OF OFFICERS

Officer roll call took place at <time>.

Board members present are as follows:

<name>, <position>, <time arrived>

<name>, <position>, <time arrived>

<name>, <position>, <time arrived>

Others present are as follows (representative of HOA manager or attorney):

<name>, <position>, <time arrived>

Board members absent are as follows:

<name>, <position>, <time arrived>

III. OPEN FORUM

IV. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Motion by <name> to approve the minutes of the <meeting type> held last <meeting date>. Motion seconded by <name>. Motion passed at <time>.

V. FINANCIAL REPORT

<name> gave the treasurer's report at <time>.

A. Opening Fund \$ XX,XXX.XX

B. Total Fund \$ XXX,XXX.XX

C. Balance as of <date> \$ XXX,XXX.XX

D. Total Disbursements as of <date> \$ X,XXX.XX

E. Lien on APN #> approved by the Board

VI. MANAGER'S REPORT

<name> gave the manager's report at <time>.

A. Work complete on the following projects:

a. Parking lot restriping