# **[HOA NAME] MEETING MINUTES**

📅 **DATE:** [INSERT DATE]  
📍 **LOCATION:** [INSERT LOCATION]  
🕒 **TIME:** [START TIME] – [END TIME]  
📝 **MEETING TYPE:** [REGULAR | SPECIAL | ANNUAL | EMERGENCY]

## **1. CALL TO ORDER**

* Meeting was called to order at **[TIME]** by **[NAME, TITLE]**.
* Roll call conducted by **[SECRETARY NAME]**.

## **2. ATTENDANCE**

✅ **BOARD MEMBERS PRESENT:**[List names and positions]

❌ **BOARD MEMBERS ABSENT:**[List names and positions]

🛠 **OTHERS IN ATTENDANCE (IF APPLICABLE):**[List names and roles, e.g., property manager, legal counsel, developers]

## **3. APPROVAL OF PREVIOUS MEETING MINUTES**

* **Motion to approve minutes** from **[LAST MEETING DATE]** made by **[NAME]**.
* Motion **[APPROVED/DENIED]** by vote.

## **4. REPORTS**

### **A. FINANCIAL REPORT (PRESENTED BY [TREASURER/FINANCIAL MANAGER])**

* **BALANCE AS OF [DATE]:** $[AMOUNT]
* **INCOME:** $[AMOUNT] (SOURCE: [DUES, FINES, ETC.])
* **EXPENSES:** $[AMOUNT] (CATEGORIES: [MAINTENANCE, LEGAL, INSURANCE, ETC.])
* **OUTSTANDING DUES & DELINQUENCIES:** [SUMMARY]

### **B. COMMITTEE REPORTS (IF APPLICABLE)**

* **ARCHITECTURAL REVIEW COMMITTEE** – [UPDATES ON APPROVALS, VIOLATIONS]
* **LANDSCAPING & MAINTENANCE** – [ONGOING PROJECTS, NEW ISSUES]
* **SECURITY & SAFETY** – [INCIDENTS, RECOMMENDATIONS]

## **5. OLD BUSINESS**

* [LIST PREVIOUS AGENDA ITEMS THAT WERE UNRESOLVED, ALONG WITH UPDATES]
* **Motion to [APPROVE/DENY/POSTPONE]** made by **[NAME]**.

## **6. NEW BUSINESS**

* **TOPIC 1:** [NEW DISCUSSION ITEM, DECISION NEEDED]
* **TOPIC 2:** [NEW DISCUSSION ITEM, DECISION NEEDED]
* Motions, if any, and **results of votes**.

## **7. OPEN FORUM (IF APPLICABLE)**

* [SUMMARY OF RESIDENT CONCERNS, QUESTIONS, SUGGESTIONS]

## **8. ADJOURNMENT**

* **Motion to adjourn** by **[NAME]** at **[TIME]**.
* **Next Meeting Scheduled:** [DATE & TIME]

## **9. APPROVAL & SIGNATURES**

📌 **[SECRETARY’S NAME]** (**SECRETARY**) – **DATE:** [INSERT DATE]  
📌 **[PRESIDENT’S NAME]** (**PRESIDENT**) – **DATE:** [INSERT DATE]