**BOARD MINUTES TEMPLATE**

**Board of Directors Meeting**

|  |
| --- |
|  |
| YOUR COMMUNITY NAME |
|  |
| DAY, DATE, YEAR |
|  |
| LOCATION, TIME |

**Draft Minutes**

|  |  |
| --- | --- |
| **Board Members in Attendance:** |  |
|  |  |
| **Absent Board Members:** |  |
|  |  |
| **Other Attendees**: | Manager, Property Management Life |
|  | Homeowners: |
|  |  |

# Call to Order

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ called the meeting to order at \_\_\_\_\_\_\_ p.m. noting the presence of quorum. [A quorum is only needed for Board members in attendance.]

# Approval of Minutes from Prior Meeting

The minutes of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Directors meeting were reviewed and unanimously approved.

# Agenda Items



# Management Report

1. Administrative
2. Contracts

# Homeowner Forum

# Executive Session

The Board adjourned into Executive Session at \_\_\_\_\_\_\_ p.m. The Board reconvened at \_\_\_\_\_\_\_ p.m. into regular session.

# Adjournment

Respectfully submitted by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_