

(SAMPLE)

POND BY THE LAKE HOMEOWNERS ASSOCIATION

**ACTION ITEMS**

From Meeting of \_\_\_\_\_ 20\_\_

**Manager:**

1. Obtain copy of license and proof of insurance from painting company and obtain president's signature on painting contract and send to contractor.
2. Place fountain renovation proposal on \_\_\_\_\_ (next board meeting) agenda under unfinished business.
3. Obtain additional information regarding proposal for renovation of fountain.
4. Obtain president's signature on reserve study contract and send to reserve specialist.
5. Turn over account for parcel number \_\_\_\_\_ to law firm for collection.
6. Update ledger to write off of the uncollectable debt of \$\_\_\_\_\_ owed on parcel number \_\_\_\_\_ due to bankruptcy.
7. Mail notice of fine to homeowner for repeat violation.

**Board of Directors:**

1. John Doe to contact Association attorney regarding status of FHA certification application for the project.