

(SAMPLE)

POND BY THE LAKE HOMEOWNERS ASSOCIATION

**Minutes of the Regular Meeting of the Board of Directors**

Date: \_\_\_\_\_

1. Call To Order. John Doe, the president, called the meeting to order at 6:30 p.m. at \_\_\_\_\_ (location).
2. Roll Call.
  - 2.1. A quorum was present with the following directors in attendance:  
John Doe, president  
Jane Smith, vice president  
Bob Dole, secretary  
Montgomery Burns, treasurer.
  - 2.2. The following director was absent: Julie Jones.
  - 2.3. Association manager, Robert Plant, was present.
3. Open Forum. Comments heard from the membership.
4. Approval of Minutes. The minutes of the \_\_\_\_\_, 201\_\_ meeting were read and approved as \_\_\_\_\_ (as corrected or as submitted)
5. Financial Report. The treasurer, Montgomery Burns, discussed the financial report and responded to questions.
  - 5.1. Total Assets as of \_\_\_\_\_:
  - 5.2. Operating \$ \_\_\_\_\_
  - 5.3. Reserves \$ \_\_\_\_\_
  - 5.4. Delinquencies \$ \_\_\_\_\_
6. Manager's Report. The Association manager, Robert Plant, answered questions regarding the management report (attached).
7. Unfinished Business. None.
8. New Business.
  - 8.1. John Doe moved to approve the manager's recommendation to hire ABC Concrete Company to replace the clubhouse entrance walkway at a cost of \$4,100.00.

**RESOLVED:** The recommendation is accepted and approved, subject to first receiving proof that the company is licensed and insured.

8.2. Fountain. The Board discussed a proposal to renovate the entrance water fountain. John Doe moved to approve the proposal. After discussion, Jane Smith moved to postpone action on the motion until the next board meeting in order to allow time for the manager to obtain additional information.

**RESOLVED:** Motion to postpone action until the next board meeting adopted.

8.2. Reserve Study. John Doe moved to approve the proposal by the Association's reserve specialist to update the study performed four years ago at a cost of \$\_\_\_\_\_. The board reviewed and discussed the proposal and the reserve study.

**RESOLVED:** The proposal is approved and the reserve study will be updated accordingly.

9. Executive Session. The Board adjourned to executive session to discuss \_\_\_\_\_ (legal issues, rules violations, delinquencies, formation of contracts, etc.).

9.1 Actions (votes) taken in executive session were:

1. **APPROVED** turn over account for parcel number \_\_\_\_\_ to law firm for collection.
2. **APPROVED** write off of the uncollectable debt of \$\_\_\_\_\_ owed on parcel number \_\_\_\_\_ due to bankruptcy.
3. **APPROVED** fine against homeowner for repeat violation.

10. Next Meeting Date. The next monthly Board meeting is scheduled for \_\_\_\_\_, 20\_\_\_\_, at 6:30 p.m.

11. Meeting Adjourned: at 8:00 p.m.

The foregoing minutes approved by the Board of Directors on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Robert Dole, Secretary

(NOTE: The format is not important. What is important is that actions (votes) are reflected in the minutes.)