

YOUR HOA

Board of Directors

Regular Board Meeting or Executive Board Meeting

<DATE>

Held <Location or Virtual>

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 6:05

Board members present are as follows

Names

Board members absent are as follows:

Names

III. 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 <unanimously or by vote>

IV. FINANCIAL REPORT

<name> gave the treasurer's report presenting <month, year>.

VII. COMMITTEE REPORTS

I. Architectural Review Committee Report

<name> gave the ARC report at <time>.

VIII. OLD BUSINESS

<name> discussed unfinished business at <time>.

Example of Old Business:

Hand Sanitizer Dispensers. The Board discussed and approved a proposal by <name of vendor> to install hand sanitizer dispensers in common areas at the cost of <\$ XXX.XX>.

IX. NEW BUSINESS

- A. Example of New Business. The Board decided on a schedule for pest control services in common areas. Pest control services will take place on <date> from <time> to <time>.

X. OPEN FORUM

XI. NEXT MEETING DATE

The next monthly Board of Directors meeting will be held on <DATE>

The Board adjourned/adjourned to executive session at <TIME>