

Board of Directors Meeting Minutes

Regular Board Meeting or Executive Board Meeting

Date • *Location*

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>*.

V COMMITTEE REPORTS

I. Architectural Review Committee Report

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

VI 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>*.

VII 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>*.

VIII OPEN FORUM

Record homeowner comments and board responses here.

IX NEXT MEETING DATE

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

The Board adjourned/adjourned to executive session at *<time>*