

<name> ASSOCIATION

Board of Directors

Minutes of Regular <OR Special OR Emergency> Meeting

<meeting date>

<<NOTE: The formatting of minutes varies from association to association and is a matter of personal style. For example, some Secretaries use Roman numerals (I., II., III.) and others do not. The format is useful for readability but not critical. What IS important is the information contained in the minutes.>>

1. CALL TO ORDER

President <> called the meeting to order at 6:30 p.m. at <location>.

2. ROLL CALL

A. Board Members

<name>, President

<name>, Vice President

<name>, Secretary

<name>, Treasurer (absent)

<name>, Member at Large participated by telephone

B. Others Present

<name>, Manager

<name>, Recording Secretary

<name>, Association attorney

3. OPEN FORUM

4. APPROVAL OF MINUTES

The minutes of the <date> meeting were approved as submitted.

5. FINANCIAL REPORT

Since the Treasurer is on vacation, <name> gave the Treasurer's report as follows:

A. Total Assets as of <date>

B. Operating \$

C. Reserves \$

D. Delinquencies <\$>

E. Lien on APN <> approved by the Board. [NOTE: Failure to include this in the minutes could be the basis for a legal challenge to a foreclosure action.]

6. MANAGERS REPORT

A. Front Entrance Resurfacing - work is complete.

B. Planter Repair - waterproofing complete, painting scheduled for next week.

C. Recreation Room Television - a 46" TV and wall mount purchased & installed.

E. Fire Sprinklers - inspected by Fire Department and signed off.

G. Plumbing Consultant- 3 firms contacted re investigation of plumbing complaints.

Currently awaiting responses.

7. UNFINISHED BUSINESS

A. Fountain. The Board discussed a revised proposal to install a water fountain in the clubhouse. After discussion, the request was not approved because only two bids were submitted and they exceeded the amount budgeted for the work. The board sent the project back to committee for further review and recommendations.

8. NEW BUSINESS

A. Wheel Chair Ramp. A homeowner requested permission to install a temporary wheelchair ramp at his expense to accommodate an upcoming surgery. So as to reasonably accommodate the request and per recommendations of the association's legal counsel, the Board approved the request subject to proof that the owner's contractor is licensed and insured.

B. Reserve Study. Since annual reserve updates are required by law and since the association's reserve specialist prepared the study now being used by the association, the board reviewed and approved the proposal by <name of reserve specialist> to update last year's study at a cost of <\$____>.

9. **NEXT MEETING DATE.** The next monthly Board meeting is scheduled for <date> at 6:30 p.m.

EXECUTIVE SESSION SUMMARY

<Executive Session meetings must be generally noted in the minutes of the next open board meeting.>

The Board met in Executive Session <date> at <time> and took the following actions:

1. Contracts.

- a. Reviewed bids for repairing the clubhouse roof.
- b. Approved a contract to paint the clubhouse.

2. Delinquencies.

- a. Approved a foreclosure action against APN <#> for delinquent assessments. [NOTE: Failure to include this in the minute summary could be the basis for a legal challenge to a foreclosure action.]
- b. Approved write-off of noncollectable debt of \$<amount> owed on APN <#> due to bankruptcy.

3. Disciplinary Hearings.

- a. A disciplinary hearing was held with an owner whose tenant is in violation of the association's nuisance noise restrictions.
- b. Approved fine against homeowner for repeat violation.
- c. Approved a fine against a homeowner, which was put waived for six (6) months pending no repeat violation.

4. Reimbursement Hearing. Approved a reimbursement assessment against a homeowner for a plumbing expense paid by the association and determined to be homeowner's responsibility.

8:00 p.m. Meeting adjourned.

<Secretary's signature>

NOTE: Meeting minutes may be signed using any of the following methods:

1. A simple signature line:

Jane Smith, Secretary

2. An acknowledgement and signature line:

These minutes were approved by the Board of Directors.

Jane Smith, Secretary

3. A certification and signature line:

SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

Jane Smith, Secretary

Date