HOA Meeting Minutes Template

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[Association name] Board of Directors Meeting Minutes

[Regular / Special / Annual] meeting held [date] at [time] at [place or virtual platform].

Call to order

The meeting was called to order at [time] by [name], [President].

Attendance

Directors present: [names]. Directors absent: [names]. Also present: [manager, counsel, guests]. A quorum of the board [was / was not] present.

Approval of prior minutes

Motion by [name], seconded by [name], to approve the minutes of the [date] meeting [as presented / as corrected]. Motion [carried / failed], [number] in favor, [number] opposed, [number] abstaining.

Reports

- President: [summary]
- Treasurer: operating balance $[amount], reserve balance $[amount], accounts past due [number] totaling $[amount], budget variance [summary]
- Manager: [summary of work since the last meeting]
- Committees: [architectural, landscape, social: summaries]

Unfinished business

[Item]. Motion by [name], seconded by [name], to [action]. Motion [carried / failed], [vote count].

New business

[Item]. Motion by [name], seconded by [name], to [action]. Motion [carried / failed], [vote count].

Owner forum

[Number] owners addressed the board on [topics]. No action was taken during the forum.

Executive session

The board entered executive session at [time] to discuss [a legal, personnel, or delinquency matter] and returned to open session at [time]. [Any action taken on return.]

Next meeting and adjournment

The next meeting is [date] at [time]. There being no further business, the meeting adjourned at [time].

Secretary

Date approved

This template is a starting point. Notice periods, fee limits, and voting rules vary by state and by governing documents, so check both, or ask your attorney, before sending. State summaries: havnhq.com/hoa-laws.