**ASSOCIATION MEETING MINUTES FOR**

[ASSOCIATION’S NAME]

**I. MEETING DETAILS**

Chairperson: [CHAIRPERSON’S NAME]

Secretary: [SECRETARY’S NAME]

Date: [DATE]

Time: [TIME]

Location: [LOCATION NAME]

Street Address: [STREET ADDRESS]

City: [CITY]

State: [STATE] Zip: [ZIP CODE]

**II. ATTENDEES**

[ENTER ATTENDEES]

**III. ABSENCES**

[ENTER ABSENTEES]

**IV. CALL TO ORDER**

[APPROVAL OF PREVIOUS MEETING MINUTES AND CURRENT MEETING AGENDA]

**V. REPORTS**

[PRESENTATIONS OF REPORTS FROM TREASURER, MANAGER, AND COMMITTEES]

**VI. OLD BUSINESS**

[DESCRIBE OUTSTANDING MATTERS, DISCUSS ISSUES, AND RECORD VOTES]

**VII. NEW BUSINESS**

[DESCRIBE NEW AND UPCOMING MATTERS, DISCUSS ISSUES, AND RECORD VOTES]

**VIII. OPEN COMMENT**

[RESIDENTS CAN ADDRESS ASSOCIATION WITH COMMENTS AND CONCERNS]

**IX. ADJOURNMENT**

[ENTER END OF MEETING, AND CHAIRPERSON APPROVES THE MINUTES]

Minutes submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­