**NAME OF ASSOCATION**

**Board of Directors <Type of Meeting>**

**<Date of Meeting>**

1. **Call to Order**

The President of the Board called the meeting to order at <Time>.

1. **Roll Call**

Board Members Present: <Names>

Board Members Excused: <Names>

Guests Present: <Names>

1. **Approval of Minutes from the Previous Meeting**

Following review of the previous meeting's minutes, <Name of Board Member> voted to approve the minutes from <Date>. <Name of Board Member> seconded. The meeting minutes from <Date> were approved.

1. **Financial Report**

<Name> gave the financial report as follows:

* Total assets as of <Date>
* Operating $$
* Reserve $$
* Delinquencies $$

1. **Managers Report**

<Name> gave a report on behalf of the construction committee.

* Resurfacing at the entrance to the community is on track for completion by December 15.
* Playground maintenance needs - rustproofing is scheduled for the end of the month.
* etc.

1. **Old Business**

<Name> gave an update on last week's motion to install skylights in the clubhouse, noting that bids are due from three contractors by the end of the month.

1. **New Business**

<Name> motioned to move the December meeting to a week earlier, on December 4, to accommodate holiday travel plans. <Name> seconded. The motion was approved.

The meeting was adjourned by the President at <Time>.

Next meeting date: <Date>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Secretary)