

Minutes

_____ Association

Board of Directors Meeting

Meeting

Proper notice having been made and received, the Board of Directors of _____ Association held a meeting at _____ on _____, 20_____.

Present

Directors Present:

Directors Absent:

Owners Present:

Also present was _____ from the Company

Call to Order

With a quorum at hand, the meeting of the Board of Directors was called to order at _____ p.m. by _____.

Approval of Minutes

The Board of Directors reviewed the Minutes of their meeting held _____, 20_____, and upon motion made, seconded and passed, they were approved, and all actions ratified.

Financial Review

Report by the Company

Committee Reports

Old Business

New Business

Adjournment

All business being concluded and upon motion made, seconded and passed, the meeting was adjourned at _____ p.m.

Prepared by: _____

Approved by: _____
Secretary

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