

[HOA Name]

Board Meeting Agenda

Date | Location

Call to Order

(5 min)

- ❖ Note: date, time, location
- ❖ Take attendance
- ❖ Welcoming remarks

Approve Agenda

(5 min)

- ❖ Suggest any changes in agenda
- ❖ Vote to approve agenda

Approval of Previous Minutes

(5 min)

- ❖ Make any needed changes to the agenda
- ❖ Vote to approve previous minutes

Reports

(20 min)

- ❖ Treasurer's report
- ❖ Manager's report
- ❖ Other reports
- ❖ Committee reports

Old Business

(30 min)

- ❖ Review old business
- ❖ Vote on action

New Business

(30 min)

- ❖ Present new business
- ❖ Vote on action

Open Forum

(30 min)

- ❖ Residents have time to speak
- ❖ Suggest items for the next meeting's agenda

Adjournment

(5 min)

- ❖ Final thank you and remarks
- ❖ Set time for next meeting
- ❖ Executive director announces meeting's end