

**NOTICE OF THE MEETING:** An open meeting of the Board of Directors of the \_\_\_\_\_ Association will be held at \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_. Please see the meeting agenda below which outlines the items we'll be discussing.

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## BOARD OF DIRECTORS MEETING AGENDA

HOA/COA legal name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

- I. Call to order
- II. Roll call
- III. Approval of agenda
- IV. Approval of meeting minutes
- V. Reports (*President, Treasurer, Manager, Committee, etc.*)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
- VI. Old/Unfinished Business (*e.g. security, design & upkeep proposal*)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
- VII. New Business (*e.g. additional fob access points, approve updated reserve study*)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
- VIII. Open Forum – 15 min. *Each resident in attendance may share feedback for up to two (2) minutes.*
- IX. Adjourn