



Sample Meeting Minutes

[NAME OF ASSOCIATION]

BOARD MEETING – [DATE]

Meeting was called to order at 7:00 p.m. at the management office meeting room. Quorum was established.

Attendees Present:

Bob Leader, President
Jim Writer, Secretary
Connie Candue, Vice President
Betsy Spender, Treasurer
Association Attorney, Lazega & Johanson LLC
Riley Reliable, Association Manager

Absent:

Norton Noshow, member, excused

Approval of Minutes:

- Motion: To approve Minutes from June 1st Board meeting
- Vote: Unanimous approval
- Resolved: The minutes of the January 9, 2005 meeting are approved as corrected and entered into the Association records.

Reports:

- Treasurer's report given by Betsy Spender.
- Management report given by Riley Reliable. Written reports presented and maintained in Association's records.
- Collections report given by attorney Lazega & Johanson attorney.

Business:

- Motion: Hire Pool R Us to resurface pool for \$26,000.
- Vote: Motion Disapproved - One in Favor, two opposed, one abstaining.

- Motion: Have Riley Reliable contact Lazega & Johanson to amend the association to restrict leasing in the community.
- Vote: Motion Approved Unanimously
- Resolved: That the Association contact Lazega & Johanson to amend the association to restrict leasing in the community.

- Motion: Accept Lovely Landscaping Company's written proposal (maintained in the Association's records) to maintain the Association's common property, subject to the Association attorney's review of the contract.
- Vote: Motion approved - three in favor, one opposed. Discussion of recognition that Lovely Landscaping was the highest bidder, but the consensus is that a good history with Lovely Landscaping justifies renewing the contract.
- Resolved: That the Association accept Lovely Landscaping written proposal to maintain the Association's common property, subject to the Association attorney's review of contract.

Meeting adjourned at 8:30 p.m