**ABC HOMEOWNERS ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

Month Day, 20\_\_

Minutes of the Board of Directors Meeting of the ABC Homeowners Association, *(insert city)*, *(state)*, held at the *(insert city)*, in *(insert venue)*, *(state)* at *(time)* on the *(day)* of *(month)*, *(year)*.

1. **CALL TO ORDER**

Board member John Doe called the meeting to order at 6:15 p.m.

1. **ROLL CALL OF OFFICERS**

Roll call of officers at 6:17 p.m.

Present: *(list of officers present, as well as time arrived)*

Absent: *(list of officers absent)*

Also Present: *(insert names of any other representatives, such as community manager or attorney)*

1. **APPROVAL OF THE MINUTES OF THE REGULAR MEETING**

Motion by John Doe, seconded by James Smith, to approve the minutes of the Regular Meeting of Month 2019, Motion Carried at 6:23 p.m.

1. **FINANCIAL REPORT**

James Smith gave the report as follows at 6:31 p.m.:

1. Total assets as of *(date)*
2. Operating *$*
3. Reserves *$*
4. Delinquencies *($)*
5. Lien on APN <> approved by the Board.
6. **MANAGERS REPORT**

John Doe gave the report as follows at 7:08 p.m.:

1. Resurfacing of front entrance – work is complete.
2. Playground repair – rustproofing complete, final touches scheduled for next week.
3. **UNFINISHED BUSINESS**

Unfinished business was discussed by Maria Garcia at 7:24 p.m.

1. Skylights. The Board discussed a revised proposal to install skylights in the clubhouse. After discussion, the request was not approved because only one bid was submitted, and it exceeded the budget allocated for the project. The Board sent the proposal back to committee for further review and recommendations.
2. **NEW BUSINESS**

No new business is scheduled on the agenda or was brought up by the Board.

1. **NEXT MEETING DATE**

The next monthly Board meeting is scheduled for *(date)* at *(time)*.

The board meeting adjourned at 7:52 p.m.

These minutes were approved by the Board of Directors.

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James Smith, Secretary

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Date