**NOTICE OF THE MEETING:** An open meeting of the Board of Directors of the ABC Homeowners Association will be held at *(time)* on *(date)* at *(location).* The following items will be on the agenda for the meeting:

**BOARD MEETING AGENDA**

1. **Call to Order**
2. **Roll Call**
3. **Open Forum.** Each resident present may express their concerns for up to five (5) minutes. A manager or member of the board may give a brief response. Speakers must observe proper behavior and rules of decorum. Speakers may not transfer their time to others.
4. **Approval of Last Meeting’s Minutes**
5. **Presentation of Reports**
   1. Treasurer’s Report
   2. Manager’s Report
   3. Committee Reports
      1. Landscape Committee
      2. Architectural Committee
6. **Old Business**
   1. Installation of new planters
   2. Replacement of jungle gym in children’s playground
7. **New Business**
   1. Schedule for painting clubhouse
   2. Review and approve next year’s budget
8. **Adjourn**