

Meeting Minutes Policy

OPERATIONS

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VERSION

1.0

EFFECTIVE

March 2026

REVIEWED

March 2026

POLICY

Meeting Minutes should be recorded for each monthly or annual meeting and provided to the owners on a timely basis. Below is a template and procedure for recording and disseminating draft minutes for the Board.

Procedure

1. It is strongly recommended that you have a board member or minute taker who volunteers take meeting minutes so you as the manager can be fully involved in the meeting.
2. Using the Agenda as a template, Minutes should be a summary of topics that were discussed and encompass the following:
 - a. Call to order
 - b. Time
 - c. Establish a quorum (if necessary).
 - d. Quorum was (not) established. ii. If not established and there is a vote, note that there will be emails/letters sent out to get votes to obtain Quorum.
 - e. Approval of prior month's Minutes.
 - f. Financial Information
 - g. Review any major variances, current cash balance, and reserve balance. ii. Notate any aged receivables.
 - h. Projects completed / Projects Planned
 - i. List them with brief description any comments what were discussed at meeting which were important.
 - j. Open Discussion- Questions & Comments
 - k. List them with brief description any comments what were discussed at meeting which were important.
 - l. Adjournment
 - m. Date and Time
3. Before sending minutes to Board, review and make sure everything discussed is included.
4. There should be complete sentences, no abbreviations and no spelling errors.
5. Send to board at least 72 hours after meeting with a 'Task list' on what was discussed.



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6. Any action items that result from the meeting should be added to the ongoing action items list for the community.
 7. Once meeting minutes are approved by the boards they should be sent to all unit owners and uploaded to owner portal and the shared drives.

Sample Meeting Minutes for Residential Condominium Community Meeting

Community Name

Green Oaks Condominiums Date of Meeting: December 7, 2024 Time of Meeting: 6:30 PM – 8:00 PM Location: Green Oaks Clubhouse Presiding Officer: Sarah Lee, Board President Minutes Taken By: Robert Clark, Board Member

1. Call to Order: The meeting was called to order by Sarah Lee at 6:30 PM.
 2. Attendance:
 - a. Present:
 - b. Sarah Lee (Board President)
 - c. Michael Brown (Property Manager)
 - d. Robert Clark (Board Member)
 - e. Lisa Green (Board Member)
 - f. 15 Homeowners (listed separately)
 - g. Absent:
 - h. James White (Board Member)
 3. Approval of Previous Minutes: The minutes from the November 1, 2024, meeting was reviewed. A motion to approve was made by Lisa Green and seconded by Robert Clark. The minutes were unanimously approved.
 4. Financial Report: Michael Brown provided the financial update:
 - a. Account balance: \$75,000
 - b. Reserve Fund: \$20,000
 - c. Pending expenses for December: \$5,000
 - d. A motion to approve the financial report was made by Robert Clark and seconded by Sarah Lee. Motion carried.
 5. Maintenance Updates:
 - a. Michael Brown gave an update on repairs:
 - b. Roof repairs are scheduled for December 20, 2024.
 - c. The pool area lighting is being upgraded.
 6. New Business:
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- a. Security Concerns: Several homeowners raised concerns about security after a recent break-in. Sarah Lee proposed adding additional security cameras. A motion to approve the purchase and installation of two security cameras was made by Lisa Green and seconded by Robert Clark. Motion carried.
 - b. 2025 Annual Budget: Michael Brown presented the proposed budget for 2025. A motion to approve the budget as presented was made by Sarah Lee and seconded by Lisa Green. Motion carried.
7. Action Items:
- a. Michael Brown: Oversee the installation of security cameras. Deadline: December 15, 2024
 - b. Sarah Lee: Send a letter to homeowners about the upcoming roof repairs. Deadline: December 10, 2024
8. Adjournment: The meeting was adjourned at 8:00 PM by Sarah Lee.

Minutes Approved By

- Sarah Lee, Board President
- Michael Brown, Property Manager