

Sample association minutes

**Association of Apartment Owners of ABC Condo
Annual Meeting – March 13, 20__
Community Recreation Center**

A. CALL TO ORDER

President _____ called the meeting to order at 7:30 p.m.
_____ was Recording Secretary for the meeting. A quorum was established
with _____% present in person or by proxy.

B. CONDUCT OF MEETING

Special meeting rules were adopted by unanimous consent. (Rules are attached.
Don't forget to attach rules if adopted!)

C. APPOINTMENT OF TELLERS

J. P. Moneybags and Noah Morrison were appointed tellers for any counted
votes at the meeting.

D. APPROVAL OF MINUTES

The minutes of the _____ annual meeting were approved as written.

E. REPORTS OF OFFICERS

President _____ gave the President's Report

Treasurer _____ gave the Treasurer's Report.

The Auditor's Report for the year ending ____ was adopted by unanimous
consent.

F. ELECTION OF DIRECTORS Nominations and elections were conducted.

The results are:

John Doe	72.59% - 2 year term
Howard Johnson	55.33% - 1 year term
Jane Roe	5.33%
(One illegal vote-rejected:	0.5374%)

G. NEW BUSINESS

Tax Resolution: The following resolution was adopted by unanimous consent:

"Resolved by the owners of the Association, That the amount by which each member's assessment in ____ exceeds the total payments of the Association for maintenance, repairs and other expenses and capital expenditures of the Association as the Board of Directors has appropriately paid or determined payable, shall be applied to regular member assessments in the year ____."

Ratification of Board's Selection of Auditor: The selection of _____, CPA was approved by unanimous consent.

H. ADJOURNMENT

The meeting adjourned at _____ p.m.

(Name)
Recording Secretary

Approved by the Board of Directors on _____(date).

Sample board meeting minutes

**Association of Apartment Owners of ABC Condo
Board of Directors' Regular Meeting – September 25, 20__
Community Recreation Center**

A. CALL TO ORDER

President John Doe called the meeting to order at 7:00 p.m. Chuck Doe, property manager was secretary pro tem for the meeting. All five board members were present: John Doe, Jane Roe, Haunani Roe, Mary Ecks, and Doug D'Agreeable.

B. Reading and Approval of Minutes

The minutes of the July 25, 20__ regular meeting were approved.

The minutes of the August 25, 20__ regular meeting were approved with one amendment, page 2, paragraph 1 should read, "John Doe moved to approve the utilities contract."

C. Reports of Officers, Standing Committees

The President's report was presented.

The Treasurer's report was presented. Jane Roe moved that the Treasurer's request for a petty cash allocation of \$100.00 for the resident manager be approved. The motion was adopted. (Required-3; Yes-3; No-2; John Doe-Yes, Jane Roe-Yes, Haunani Roe-No, Mary Ecks-Yes, Doug D'Agreeable-No)

D. Report of Property Manager

The Property Manager's report was presented.

E. Unfinished Business

The motion to approve the new property management contract (which was postponed from the August 25, ____ meeting to this meeting) was amended and adopted. (Required-3; Yes-4; No-1; John Doe-Yes, Jane Roe-Yes, Haunani Roe-Yes, Mark Ecks-Yes, Doug D'Agreeable-No). The motion as adopted reads, "The property management proposal and contract dated June 25, ____ is approved, subject to the condition that the annual automatic renewal clause be removed."

F. New Business

Doug D'Agreeable moved to approve the immediate construction of a new parking level. Jane Roe made a *Point of Order* that the motion was out of order because it violated paragraph M of the Declaration and required owners' prior consent. The chair ruled the *Point of Order* well-taken and the motion to approve the immediate construction was out of order.

Doug D'Agreeable moved to change the house rules to require a parking sticker on all cars parked in the parking area. The motion was ruled out of order because Article IV, section 4 of the bylaws requires prior notice to the owners and an opportunity to be heard for any house rule amendments.

It was agreed by unanimous consent to provide notice to all owners and residents of a proposed house rule change regarding a proposed requirement for displaying a parking sticker on all cars being parked in the parking area.

G. Next Meeting

The next regular meeting was scheduled for October 31, ____ at 7:00 p.m. at this location.

The meeting adjourned at 8:30 p.m.

Chuck Doe
Recording Secretary

Approved (date): _____

Initials: _____