**MINUTES**

Annual Association Meeting

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minutes of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Condominiums Annual Association

Meeting, held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_ pm.

Present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Call to Order:**

The meeting was called to order by the Chair at \_\_\_\_\_\_\_\_\_ pm. Chair determined that a quorum was present.

1. **Mailing Notice & Report on Quorum:**

1. **Reading of Minutes of Last Annual Meeting**
2. **Introduction of Directors and Officers:**
3. **Nominations for Directors Positions:**
4. **Election of Directors / Announcement of Election Results:**
5. **Financial Report / 20xx Budget:**
6. **New Business / Comments from Members:**

1. **Adjournment:**

Upon motion made, seconded and carried, the meeting was adjourned at \_\_\_\_\_\_\_\_ pm.

Statement regarding order of items contained in minutes.

For clarity and ease of future research, the sequence of items discussed at each meeting is recorded in the same order, even though they may have occurred in a different order during the meeting.

Submitted by the Secretary.

**(Secretary name)**

**Notes:**

**Board motions are entered in bold type as follows:**

**Upon motion made seconded and carried, the board\_\_\_\_\_\_\_\_\_\_\_\_**