**MINUTES**

Board of Directors Meeting

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

Minutes of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Condominiums Board of Directors

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.

 Proof of notice of meeting

 Approval of the preceding meeting minutes

1. **Reports:**

1. **Treasurer’s Report / Finance:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ financial reports were distributed. All Directors present approved the financial reports as distributed, subject to audit.

Treasurer reviewed the current financial position, noting that the current cash position in the

Association’s bank accounts total was $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_, 20XX,

including allocated reserves of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. **Unfinished Business:**
2. **New Business**
3. **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.

Respectfully submitted by Association Secretary,