



# The Importance of HOA Meeting Minutes

For any homeowner Association meeting, whether it be a meeting of the Board of Directors or a meeting of the membership where a quorum of the Board or homeowners are present, it is required that formal minutes be prepared to become a record of the Association. Taking accurate minutes is a very important part of the Associations business. Additionally, once approved, Meeting Minutes become part of the permanent records of the Association. They must be made available to anyone to view upon request and are also often posted on the Association's website.

## What are Meeting Minutes?

Meeting Minutes are an official record of the actions taken by HOA Board members or homeowners at a meeting where a quorum is established. Meeting Minutes should be brief, objective and reflect the actions taken at a meeting, not a complete transcript of what was said and opinions expressed. Remember, these are Meeting Minutes and not meeting hours! In this instance, less is more.

## Who takes the Meeting Minutes?

Typically, Meeting Minutes are recorded by the Board Secretary, but any appointed and trained individual can take them as an acting recording secretary for the Board. The HOA management company often offers minute takers should the Board choose to delegate this responsibility outside of the Board. AAM can provide minute takers with the training, skills, and knowledge needed to provide thorough minutes for any board meeting, virtual or in person.



## Meeting Minutes Should Include:

- The type of meeting (monthly meeting of the Board, annual meeting of the members, special meeting of the members, executive session of the Board)
- Name of corporation
- Date, time, and place of meeting
- Time the meeting commenced and adjourned
- Directors present and not present, and their positions
- Management company representatives in attendance
- Any special guests
- Approval of the previous minutes
- Main motions, names of members introducing the motion, the member seconding the motion, and the vote count including names of those in favor, opposed, or abstaining. The minutes would also record any motions that are withdrawn or amended.



## They Should NOT Include:

- Proceedings of a committee
- Summary of guest comments
- Secretary's opinion
- Debate relative to a motion
- Sensitive or potentially controversial information



### AAM HOT TIP

*If you need clarification about a discussion or motion, do not be afraid to interrupt and ask for an explanation. However, when you cannot interrupt the meeting, make a note to yourself at that spot on your page reminding you to ask about the matter after the discussion.*

To ensure Meeting Minutes are accurate, stay on track, and only record the information outlined above, utilizing a standard template can help. The goal is to keep the minutes to two pages or less while capturing the Board or the membership actions.

Using a standard template for Meeting Minutes also helps establish consistency and an excellent tool for anyone recording the Association's minutes.

ASSOCIATION LEGAL NAME  
Board of Directors Meeting  
**Open Session Minutes**  
Meeting Location Physical Address  
Date and Time of Meeting

\*\*\*The below items should follow the agenda\*\*\*

Below is an example, your topics or agenda may appear in a different order or may have additional items.

**Call to Order/Verification of Quorum**

(Full name of the person who called the meeting to order) called the meeting to order @ (time).

- Board Members in Attendance: (List the Board members and their Officer position)
- Management Present: (List those present from AAM and their Titles)
- Board Members Absent: (List any Board members that were absent and their Officer position)

**Approval of Minutes – (Date of draft meeting minutes being approved)**

\_\_\_\_\_ moved to approve (date) minutes as presented. Motion carried. (Note, if there were requested changes to the drafted minutes, those should be notated here and would read: \_\_\_\_\_ moved to approve the (date) minutes with the following changes....)

**Homeowner Open Forum** (Some Boards want to see the items bullet pointed below, others prefer a simple statement of: “Owners present were allowed an opportunity to address the Board on items not already on the Agenda”

The following items were discussed:

- \_\_\_\_\_
- \_\_\_\_\_

**Management Report**

- (Community Manager Name) reviewed the management report.

**Financial Report**

(Full name of person who presented the financials) reviewed the (date) financial statements, which were also provided in the homeowner packets.

**New Business** ( Examples include tabling an item, motion passing, motion passing with a majority vote)

- Contingent Fee Agreement – A Contingent Fee Agreement from (Association Attorney Name) was provided. Tabled while more research is conducted to see who initiated the request and so the board can review and compare to the current \$250 plan with (Association Attorney Name)
- Fine Policy – (Community Manager name) presented the updated fine policy. (Full name of Board member) moved to approve the fine policy as presented. Motioned passed with 4 in favor and (Full name of Board member) voting against the fine policy.

**Unfinished Business** (Same examples shown on new business above) and below.

- No items discussed/acted on.

**Next Meeting – (date and time)**

**Adjournment**

There being no further business to discuss, (Full name of Board member) adjourned the meeting at (time)

Respectfully Submitted By:

Name

Full Name, Recording Secretary

Association Legal Name

ASSOCIATION LEGAL NAME  
Board of Directors Meeting  
**Executive Session Minutes**  
Meeting Location Physical Address  
Date and Time of Meeting

\*\*\*The below items should follow the agenda.\*\*\*

Below is an example, your topics or agenda may appear in a different order or may have additional items.

**Call to Order/Verification of Quorum**

(Full name of the person who called the meeting to order) called the meeting to order @ (time).

- Board Members in Attendance: (List the Board members and their Officer position)
- Management Present: (List those present from AAM and their Titles)
- Board Members Absent: (List any Board members that were absent and their Officer position. If all were present, delete this line).

**Approval of Minutes** – (Date of draft meeting minutes being approved)

\_\_\_\_\_ moved to approve (date) minutes as presented. Motion carried. (Note, if there were requested changes to the drafted minutes, those should be notated here and would read: \_\_\_\_\_ moved to approve the (date) minutes with the following changes....)

**Review of Delinquency and Collection Action**

- (Community Manager Name) reviewed the delinquency report. Board members requested additional information on account # \_\_\_\_\_.

**New Business** (Examples are listed below, use the agenda as your guide. Examples include tabling an item, motion passing, motion passing with a majority vote)

- Appeal – Account # 11111111 Requesting \$45 late fee waiver – (Full name of Board member) moved to approve the request contingent that the \$175 remaining fees are paid within 30 days . Motion carried.
- Appeal – Account # 22222222 Requesting removal of courtesy notice on account – (Full name of Board member) moved to deny request as current status of the property still reflects the violation. Motioned passed with 4 in favor and (Full name of Board member) abstaining from the vote since this is their neighbor.

**Unfinished Business** (Same examples shown on new business above) and below.

- No items discussed/acted on.

**Next Meeting** – (date and time)

**Adjournment**

There being no further business to discuss, (Full name of Board member) adjourned the meeting at (time).

Respectfully Submitted By:

Name  
Full Name, Recording Secretary  
Association Legal Name

ASSOCIATION LEGAL NAME  
ANNUAL MEETING  
**ANNUAL MEETING MINUTES**  
Meeting Location Physical Address  
Date and Time of Meeting

\*\*\*The below items should follow the agenda.\*\*\*

Below is an example, your topics or agenda may appear in a different order or may have additional items.

**Call to Order**

(Full name of person who called the meeting to order) called the meeting to order @ (time).

**Verification of Quorum**

(Name of person) verified that (insert percentage required by the association's Governing Documents) quorum was achieved by mail in ballots, in person ballots and those in attendance. *(Note that if quorum is not reached, the annual meeting cannot be held, you must have a quorum of the entire membership).*

**Introductions**

(Name of person) introduced the Board of Directors, the management team, (any vendors that are present) and the Candidates running for the Board of Directors. Each Candidate was provided an opportunity to address those present.

**Nominations from the Floor / Close of Nominations / Collection of Ballots**

(Name of person) asked if there were any nominations from the floor. With no nominations from the floor, Nominations were closed, and ballots were collected.

**Review of Prior Year Minutes**

Those in attendance were provided an opportunity to review the minutes of the prior years annual meeting. (Community Manager name, or Board Member name) addressed any questions that were raised.

**Financial Review**

(Full name of person who presented the financials) reviewed the (date) financial statements, which were also provided in the Members present.

**General Discussion**

- Membership in attendance were provided an opportunity to discuss concerns with the Community Manager / Board Members present. Answers to received questionnaires were provided in the handout to all Members.

**Election Results**

(Name of person) announced the election results and congratulated those newly elected to the Board. With (enter # of open positions) Director seats open for election, (enter the full names of those elected to the Board of Directors) received the highest number of votes and hereby are elected to the Board of Directors serving a (enter the terms i.e. two year term).

**Adjournment**

There being no further business, (Full name of Board member or Community Manager) adjourned the meeting at (time)

Respectfully Submitted By:

Name  
Full Name, Recording Secretary  
Association Legal Name