

SAMPLE MEETING MINUTES

**(Name of Association) BOARD MEETING
(Date)**

Meeting was called to order at 7:00 p.m. at the management office meeting room. Quorum was established.

Attendees Present:

Bob Leader, President
Jim Writer, Secretary
Connie Candue, Vice President
Betsy Spender, Treasurer
Association Attorney, Lazega & Johanson LLC
Riley Reliable, Association Manager

Absent:

Norton Noshow, member, excused

Approval of Minutes:

MOTION: To approve Minutes from June 1st Board Meeting
VOTE: Unanimous approval
RESOLVED: The minutes of the June 1st meeting are approved as corrected and entered into the association records.

Reports:

Treasurer's report given by Betsy Spender.
Management report given by Riley Reliable.
Written reports presented and maintained in Association's records.
Collections report given by Lazega & Johanson attorney.

Business:

MOTION: Hire Pool R Us to resurface pool for \$26,00.
VOTE: Motion Disapproved – one in favor, two opposed, one abstaining.

MOTION: Have Riley Reliable contact Lazega & Johanson to amend the association legal documents to restrict leasing in the community.
VOTE: Motion approved unanimously
RESOLVED: The Association will contact Lazega & Johanson to amend the association legal documents to restrict leasing in the community.

MOTION: Accept Lovely Landscaping Company's written proposal (maintained in the association's records) to maintain the Association's common property, subject to the Association attorney's review of the contract.
VOTE: Motion approved – three in favor, one opposed. Discussion of recognition that Lovely Landscaping was the highest bidder, but the consensus is a good history with Lovely Landscaping justifies renewing the contract.
RESOLVED: The Association will accept Lovely Landscaping's written proposal to maintain the Association's common property, subject to the Association attorney's review of contract.

Meeting adjourned at 8:30 p.m.