**<ASSOCIATION NAME>**

Annual Meeting Minutes

<Date of Meeting>

Minutes of the annual membership meeting of the <association name>, <city>, <state>, held at the <name of venue>, in <city>, <state>, at <time> on <date>.

1. **CALL TO ORDER**

Board member <name> called the meeting to order at <time>.

1. **ROLL CALL AND QUORUM**

Officer roll call took place at <time>.

Board members present are as follows:

<name>, <position>, <time arrived>

<name>, <position>, <time arrived>

<name>, <position>, <time arrived>

Others present are as follows (representatives such as HOA manager or attorney):

<name>, <position>, <time arrived>

Board members absent are as follows:

<name>, <position>, <time arrived>

A quorum is present with 20 members represented in person or by proxy at the meeting.

1. **PROOF OF NOTICE OF MEETING**

At <time>, all owners present verified that they received the Notice of the Annual Meeting as sent via U.S. Postal Mail on <date>.

1. **PRESIDENT’S REPORT**

Board President <name> gave the President’s Report at <time>.

1. There are still 4 homes left unsold, but there are interested parties and the homes are expected to be sold in six (6) months.
2. The community website, <website address>, was launched the previous week and is expected to streamline operations within the Association.
3. New gym equipment has been installed in the fitness center.

1. **REVIEW OF ASSOCIATION’S FINANCIAL CONDITION**

HOA manager <name> gave a brief overview of the Association’s current financial condition at <time>.

1. Operating Fund: $ XXX.XX
2. Reserve Fund: $ XX,XXX.XX
3. Total Assets as of <date> $ XX,XXX.XX

1. **BUDGET RATIFICATION**

Board member <name> presented the annual budget for the upcoming fiscal year <year>. In the absence of an objection from the membership, the budget was considered approved at <time>.

1. **ELECTION OF DIRECTORS**

Board elections started at <time>. All owners who did not send their ballots by mail cast their votes. Board President <name> motioned to close the polls, seconded by Board Secretary <name>. Motion passed at <time>.

1. **AWARDING CEREMONY**

The Board presented awards to acknowledge the work of committee members at <time>.

1. **HOMEOWNER EDUCATION**

The owners present were oriented on the features of the newly launched community website at <time>.

1. **OPEN FORUM**

No issues were discussed or brought up by the owners.

1. **ADJOURNMENT**

The annual meeting was adjourned at <time>.