**[HOA Name] Meeting Minutes**

Date: [MM/DD/YYYY]

Time: [Start Time – End Time]

Location: [Meeting Location or Virtual Platform Link]

1. Call to Order

Meeting called to order at [Time] by [Name, Title].

1. Roll Call and Quorum Verification

Board Members Present:

[Name, Title]

[Name, Title]

[Name, Title]

Board Members Absent:

[Name, Title]

Quorum Verified: [Yes/No]

1. Approval of Previous Meeting Minutes

Motion to approve the minutes from [Date of Previous Meeting].

Motion made by: [Name]

Seconded by: [Name]

[Approved/Not Approved] by [Unanimous/Majority Vote]

1. Officer Reports
2. President’s Report

[Summary of report or key points discussed]

Questions/Comments: [List any questions or comments]

1. Treasurer’s Report

Financial Summary:

Balance as of [Date]: $[Amount]

Income: $[Amount]

Expenses: $[Amount]

Net Balance: $[Amount]

Questions/Comments: [List any questions or comments]

1. Committee Reports
   1. Architectural Review Committee

[Summary of updates, decisions, and ongoing projects]

* 1. Landscaping Committee

[Summary of updates, decisions, and ongoing projects]

* 1. Other Committees

[Name of Committee and summary of updates]

1. Old Business
   1. [Topic/Issue]

[Summary of discussion]

[Outcome or action taken]

* 1. [Topic/Issue]

[Summary of discussion]

[Outcome or action taken]

1. New Business
   1. [New Topic/Issue]

[Summary of discussion]

Motion: [Description of Motion]

Motion made by: [Name]

Seconded by: [Name]

[Approved/Not Approved] by [Unanimous/Majority Vote]

[Action Items and Person Responsible]

* 1. [New Topic/Issue]

[Summary of discussion]

[Outcome or action taken]

1. Open Forum

Homeowner Comments and Questions:

[Name of Homeowner] – [Summary of question or comment]

[Board’s Response or Follow-up Action]

1. Adjournment

Motion to adjourn made by: [Name]

Seconded by: [Name]

Meeting adjourned at [Time].

Next Meeting Scheduled: [Date and Time of Next Meeting]

1. Minutes Approval

Minutes submitted by: [Name, Title]

Minutes approved by: [Name, Title] on [Approval Date]

Attachments (if applicable):

[Financial Reports]

[Committee Reports]

[Supporting Documents]