

Board Meeting Minutes: Annual HOA Meeting or Board Meeting (Circle One)

HOA:

Date:

Attendees

President:	Vice President:	Secretary:	Treasurer:	Other:	Other:

1. Legal Actions: (Circle One) If yes, explain.

- a. New Liens: Yes No
- b. New Debt Forgiveness: Yes No
- c. Other/Explain:

2. Financial Actions: (Circle One) If yes, explain and attach contract.

- a. Change in Financial Institutions: Yes No
- b. Change in Accountant: Yes No
- c. Change in Vendors: Yes No
- d. Change in Insurance Companies: Yes No
- e. Financial Highlights: See attached Board Packet (Financial Statements)
- f. Other/Explain:

3. Changes to Governing Structure: (Circle One) if yes, explain and attach documents.

- a. Change in By-Laws: Yes No
- b. Change in Declarations: Yes No
- c. Change in Board Members: Yes No
- d. Significant Votes of Homeowners: Yes No
- e. Other/Explain:

President

Date

City, State