[Association name] — Minutes of the [Board / Annual / Special] Meeting

Date: [...] **Time:** [start] **Place / video link:** [...]

Notice: [How and when notice was given, per the bylaws]

1. Call to order

The meeting was called to order at [time] by [name, role].

2. Attendance and quorum

Board members present: [...] **Absent:** [...]

Owners present / represented by proxy: [number] **Others:** [manager, guests]

Quorum: [Quorum required per bylaws: ...; present: ...; quorum confirmed by [name] — entered and checked by the secretary.]

3. Approval of previous minutes

[Motion by ..., seconded by ... . Vote: For __ / Against __ / Abstain __. Approved / approved as amended.]

4. Reports

- President: [summary]
- Treasurer: [summary; financial statements attached]
- Manager / committees: [summary]

5. Old business

[Item — discussion summary — action / motion.]

6. New business

[Item] — [Discussion summary.]

Motion: "[exact wording]" by [name], seconded by [name].

Vote: For __ / Against __ / Abstain __ — [Carried / Failed]. *(Counted by: [name])*

7. Owner comments (open forum)

[Topics raised, without personal details beyond what the bylaws require.]

8. Executive session

[If held: time, general topic only (e.g. "legal matter", "delinquency"), no details.]

9. Action items

Action	Owner	Due
[...]	[...]	[...]

10. Next meeting

[Date, time, place]

11. Adjournment

The meeting was adjourned at [time].

Submitted by: _____ [Secretary], Date: ____ Approved on: [date of approval meeting]

How to fill it in

- Record decisions, not conversations: motions word for word, who moved and seconded, and the vote count.
- Quorum and vote counts are counted and checked by the secretary — never estimated.
- Follow your governing documents (bylaws, local law) for notice, quorum and proxies.
- Keep executive session details out of the open minutes.
- Minutes are a draft until approved at the next meeting; mark them "Draft" until then.

What must not be in HOA minutes

- Verbatim arguments or personal remarks.
- Owners' private information (delinquent accounts by name, health, disputes) in open minutes.
- Vote results that were not actually counted.

Not legal advice. Requirements for association minutes depend on your governing documents and local law.