



HOA Board Meeting Agenda

1. Call to Order

2. Roll Call – Record of who is in attendance

3. Open Forum - A specific time for Members or guests to express their comments or concerns. IAW By Law 11.1, meetings are open to Members (i.e. “homeowner” By Law 4.1). Guest attendance or participation is at the discretion of the Board. An open forum gives residents a platform to bring up issues. Time should be strictly monitored and kept to a reasonable time period. In general, you can allot 3-5 minutes for each resident to voice out their concerns.

4. Approval of Last Meeting’s Minutes - A quick but concise review of what transpired in the previous meeting helps refresh the memory.

5. Presentation of Reports - management reports pertaining to the HOA’s financials, architectural, rental (Pool - Clubhouse) filings.

6. Old/Unfinished Business

7. New Business

8. Adjourn

IAW By Law 11.3, the Board may conduct an Executive Session, before, during, or after a regular meeting. An Executive Session is a closed-door meeting where legal issues, personal issues, contractual negotiations, and issues involving delinquent owners, among other things, are discussed. Due to the sensitive nature of these topics, not everyone can participate.