

# HOA Board Meeting Minutes Template

[Your HOA Name]  
Board Meeting Minutes  
[Date of Meeting]  
[Time of Meeting]  
[Location of Meeting]

## 1. Call to Order

The meeting was called to order at [Time] by [Name of Person who called the meeting to order], [Title].

## 2. Roll Call and Verification of Quorum

Board Members Present:

[Board Member 1 Name], [Title]  
[Board Member 2 Name], [Title]  
[Board Member 3 Name], [Title]  
[Board Member 4 Name], [Title]  
[Board Member 5 Name], [Title]

Board Members Absent:

[Board Member Name(s)], [Title(s)]

Others Present:

[Community Manager Name], [Title]  
[Guest Name(s)], [Affiliation(s)]

## 3. Approval of Minutes

[Board Member Name] moved to approve the minutes of the [Date of Previous Meeting] meeting. The motion was seconded by [Board Member Name] and passed unanimously.

## 4. Homeowner Forum

[Summarize any comments or concerns raised by homeowners during the open forum. Include names and specific topics discussed.]

## 5. Reports

Financial Report: [Community Manager Name] presented the financial report for the month of [Month]. [Summarize key financial information, including budget variances, delinquencies, and reserve balances.]

Committee Reports: [Summarize reports from any standing or ad-hoc committees, including Architectural Review Committee, Landscaping Committee, or Social Committee. Include committee member names and key discussion points.]

Manager's Report: [Community Manager Name] provided an update on [List key operational issues, such as ongoing maintenance projects, vendor contracts, or community violations].

## 6. Old Business

[Topic of Old Business 1]: [Summarize discussion, any decisions made, and action items.]

[Topic of Old Business 2]: [Summarize discussion, any decisions made, and action items.]

## 7. New Business

[Topic of New Business 1]: [Summarize discussion, any decisions made, and action items.]

[Topic of New Business 2]: [Summarize discussion, any decisions made, and action items.]

## 8. Executive Session

[If an executive session was held, state the purpose and time the session began and ended. No details of the executive session discussion are included in the open minutes.]

## 9. Adjournment

The meeting was adjourned at [Time] by [Name of Person who adjourned the meeting].

## 10. Next Meeting

The next board meeting is scheduled for [Date] at [Time] at [Location].

Recorded by:

[Secretary Name]

[Secretary Title]

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## FAQ: Understanding HOA Board Meeting Minutes

### Q: What are HOA board meeting minutes?

HOA board meeting minutes are the official record of what happened during a board meeting. They document attendance, reports, discussions, motions, and votes. These minutes are essential for transparency and accountability within the HOA.

### Q: Who can access HOA meeting minutes?

HOA meeting minutes are typically considered official records of the association. Homeowners in good standing generally have the right to access these minutes.

### Q: How are motions recorded in the minutes?

Motions are recorded with the specific wording, who made the motion, who seconded it, and the outcome of the vote. For example: "Mr. Smith moved to approve the budget as presented. Ms. Jones seconded the motion. The motion passed with 4 votes in favor and 1 abstention."

### Q: What is an executive session?

An executive session is a closed portion of a meeting where the board discusses confidential or sensitive matters, such as legal issues, personnel matters, or contract negotiations. Only board members are typically allowed to attend executive sessions.