

**XXXXX HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
AGENDA FOR MONTH/DAY/YEAR**

- I. Call to Order at 6:30 PM
- II. Greetings
- III. Review and approval of Agenda
- IV. Review and approval of minutes from last Board meeting
- V. Financial Report
 - a. Board treasurer will review and discuss current Budget vs. Actuals
 - i. Will take questions from community for 30 minutes after report
- VI. Management Report
 - a. Manager will review and discuss prior inspection results for common elements ONLY
 - i. Will take questions from community for 30 minutes after report
- VII. Pending items from previous meeting
 - a. Pool repairs
- VIII. New business
 - a. Key job distribution
 - b. Upcoming community projects
 - i. Parking garage cleaning
 - ii. Mailbox repairs
 - iii. Clubhouse remodel
 - iv. Playground equipment cleaning/refurbishment
- IX. Newsletter Discussion
 - a. Items to include in next newsletter
 - b. Requests taken from community members on items they'd like to see in the newsletter
- X. Community Discussion
 - a. Each Owner has approximately 10 minutes to address the Board and Community about matters not already discussed in the meeting
- XI. Other business
- XII. Meeting Adjourned