

Sample Meeting Agenda

BOARD OF DIRECTORS MEETING AGENDA

Association _____

Date _____

Schedule

Discussion

- | | |
|-----------|---|
| 6:00 | I. Call to Order |
| 6:00–6:30 | II. Homeowner Forum |
| 6:30–6:35 | III. Reading and Vote to Approve Previous Meeting Minutes |
| 6:35 | IV. Agenda Changes/Approval |
| 6:35–7:00 | V. Manager’s Report |
| 7:00–7:15 | VI. Directors’ Reports |
| 7:15–7:30 | VII. Committee Reports |
| 7:30–7:45 | VIII. Correspondence for Review |
| 7:45–8:00 | IX. Unfinished Business |
| 8:00–8:15 | X. New Business |
| 8:15 | XI. Adjourn |

Next Meeting: _____