MEETING NOTICE
[ASSOCIATION NAME]
NOTICE OF [ANNUAL / SPECIAL] MEETING OF [MEMBERS / THE BOARD]

Date: [month day, year]
Time: [__:__ a.m./p.m.]
Place: [address and room]
Video: [link]   Dial-in: [phone number]   (if meeting is held by video)

Called by: [president / board / _____% of members], pursuant to
           [section of bylaws]

AGENDA
1. Call to order and confirmation of quorum
2. Approval of minutes of [date] meeting
3. [Treasurer's report / proposed budget for fiscal year _____]
4. [Election of directors, if annual meeting]
5. [Special item: describe exactly, e.g. proposed special assessment of $_____
   for _____]
6. Owner comments
7. Adjournment

PROXY / BALLOT: [instructions, deadline and where to return, if your documents
                allow them]

Notice sent on [date] by [mail / hand delivery / email / posting at _____], by
  [name and title].

MEETING MINUTES
[ASSOCIATION NAME]
MINUTES OF THE [ANNUAL / SPECIAL / REGULAR BOARD] MEETING
[Date], [place or video platform]

1. CALL TO ORDER
   Called to order at [time] by [name, title].

2. ATTENDANCE AND QUORUM
   Directors present: [names]. Directors absent: [names].
   Others present: [manager, attorney, number of owners].
   Quorum [was / was not] established ([n] of [n]).

3. NOTICE
   Notice was [sent on date by method / waived by _____].

4. APPROVAL OF PRIOR MINUTES
   Motion by [name], second by [name]. Result: [for/against/abstain].

5. REPORTS
   Treasurer: [one-line summary, report attached].
   Manager: [one-line summary].

6. ACTION ITEMS
   6.1 [Matter]. Motion by [name], second by [name].
       Discussion: [one line]. Vote: [__ for, __ against, __ abstain].
       Result: [passed / failed]. Action: [who does what by when].

7. OWNER COMMENTS
   [Brief summary, no names unless needed.]

8. ADJOURNMENT
   Adjourned at [time].

Recorded by: _____ Approved on: _____
Signed: _____ (Secretary)