

HUNTERS POINT PROPERTY OWNERS ASSOCIATION

Board Meeting Minutes

Date & Time of Meeting: _____

This meeting was held at: _____

In Attendance

Directors in Attendance:

Position	Name	Term Expiration	Officer Position, if applicable
Position 1			
Position 2			
Position 3			
Position 4			
Position 5			

Officers in Attendance, if different than above:

Officer Title	Name
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Listing of Current Committee Members (list even if not in attendance):

Committee	Name	Present	Not Present
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If property owners are in attendance, then a sign in sheet is included as a record of attendance.

President's Call to Order: The meeting was called to order at:

Review / Approval of prior meeting minutes: The minutes of the previous meeting were approved as read and corrected: Motion made by: _____. Motion seconded by: _____

Reports given; all reports given are attached as provided.

Treasurer's Report

Motion to accept made by: _____

Motion seconded by: _____

ACC Committee Report

Motion to accept made by: _____

Motion seconded by: _____

Maintenance Report

Motion to accept made by: _____

Motion seconded by: _____

Resident correspondence read. All correspondence to the Board are read and attached as provided.

Unfinished, Old, or Prior Business:

Topic:

Discussion: (potential solutions, remedies, pros, cons)

Motion, if applicable.

Motion made by: _____

Motion seconded by: _____

Motion passed or declined: _____

[Copy & paste as many topics as needed.]

New Business:

Topic:

Discussion: (potential solutions, remedies, pros, cons)

Motion, if applicable.

Motion made by: _____

Motion seconded by: _____

Motion passed or declined: _____

[Copy & paste as many topics as needed.]

Summary of Tasks as a result of meeting:

Task	Person Responsible	Suggested Deadline / Due Date
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Adjourn Open Meeting and if needed, adjourn to **Executive session**.

Reconvene Open Meeting – to consider and take any necessary action with respect to any matters considered in executive session.

Summary and references to occurrences during closed session.

Adjournment:

Motion made by: _____

Motion seconded by: _____

Meeting adjourned at: _____

Open Forum & Suggestions for the Good of the Neighborhood received.

During open forum, each attendee may address the Board for up to three minutes. Speakers must observe rules of decorum and not engage in other disruptive activities or behavior. If a speaker is in the middle of a sentence when time is called, the Board may grant additional time to finish their thought before sitting down. Speakers may not allot their time to others. All persons must follow the Meeting Rules.

Signed by Secretary

Date

Adopted at a Board Meeting of the Association on September 21, 2023.