

HUNTERS POINT PROPERTY OWNERS ASSOCIATION

Property Owners General Meeting Agenda

Date & Time of Meeting: _____

MEETING RULES:

- No audio or video recording allowed by attendees. However, the Secretary may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared.
- If attendees become disruptive, they may be expelled from the meeting and/or fined.
- Narratives by any individual are limited to 3 minutes.

President's Call to Order & Welcome

Secretary Roll Call / Quorum Status

- Secretary counts the number of signatures on the sign in sheet representing lot owners and verbally delivers the total number of lots represented, stating whether or not a quorum has been reached (51% of the lots must be represented).
- If a quorum is reached, the meeting will continue.
- If a quorum is not reached, the meeting will adjourn.

Review / Approval of Prior Meeting Minutes

- Secretary reads minutes of previous Board meeting.
- President calls for corrections.
- A motion is made and seconded for approval.
- President announces that minutes are approved as read or corrected.

Reports Given

1. Summary of Board Actions since Last Meeting, *by President*
2. Annual Audit results, if applicable, *by President*
3. Treasurer's Report, *by Treasurer*
4. ACC Committee Report, *by ACC representative*
5. Maintenance Report, *by Maintenance representative*

With each report:

- President calls for questions/corrections.
- President announces that the report(s) is/are approved as read or corrected.
- A motion is made and seconded for approval.
- President announces that the report is approved.

Unfinished, Old, or Prior Business

- Topic 1
- Topic 2
- Topic 3

New Business

- Topic 1
- Topic 2
- Topic 3

Election & Installation of Board Members, if applicable.

Announcements

- Next Board Meeting, if already scheduled
- Next Neighborhood Work Day & Goals for the Work Day, if needed

Property Owner Questions**Adjournment**

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