

HUNTERS POINT PROPERTY OWNERS ASSOCIATION

Property Owners General 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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Property owners in attendance are collected via a sign in sheet and included as a record of attendance.

of Lots represented: _____ Quorum (51%): ___Yes___ No

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.

Summary of Board Actions since Last Meeting

Motion to accept made by: _____

Motion seconded by: _____

Audit Report

Motion to accept made by: _____

Motion seconded by: _____

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: _____

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.]

Election & Installation of Board Members, if applicable

The President explained the Election Procedure.

Name of Member Elected and Installed:

Name of Member Elected and Installed:

Name of Member Elected and Installed:

Announcements

Open Forum / Property Owner Questions

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.]

Adjournment:

Motion made by: _____

Motion seconded by: _____

Meeting adjourned at: _____

Signed by Secretary

Date

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