NEIGHBORHOOD .ONLINE™

HOA Meeting Agenda

[Community Name]
[Date] | [Time] | [Location]

Call to Order

Meeting called to order by [Chairperson/President Name] at [Time].

Roll Call of Board Members

Attendance

- Wendy Writer, President
- Ronny Reader, Treasurer
- Nathan Holloway, Board Member
- Olivia Prescott, Board Member

Regrets

- Abby Author, Secretary

Approval of Previous Meeting Minutes

Review and approval of the minutes from [Last Meeting Date].

Reports

- President's Report – [Updates, Announcements]
- Treasurer's Report – [Financial Summary, Budget Updates]
- Committee Reports:
    - Architectural Review Committee (ARC)
    - Compliance Enforcement Committee (CEC)
    - Landscaping Committee
    - Other Committees as applicable

Unfinished Business

- Discussion of outstanding issues from previous meetings.
- Updates on ongoing projects.

New Business

- Presentation of new proposals.
- Discussion and voting on new initiatives.

Open Forum (Homeowner Concerns)

- Homeowners have [Time Limit] minutes each to voice concerns.
- The board may respond or defer for future discussion.

Executive Session (If Applicable)

- Discussion of legal matters, contracts, or confidential issues.

Adjournment

- Motion to adjourn the meeting.
- The meeting was officially adjourned at [Time].
- Next meeting scheduled for [Next Meeting Date, Time, and Location].

Notes:

- Meeting minutes will be documented and made available to homeowners.
- Homeowners are encouraged to submit agenda items in advance.
- Contact [HOA Contact Information] for inquiries.