

Residential Association Meeting Minutes

Association Name: _____

Date: _____

Time: _____

Location: _____

Called By: _____

1. Attendance

Name	Role/Position	Present/Absent	Signature

2. Previous Meeting Minutes Approval

Were previous minutes approved? _____

Corrections (if any): _____

3. Agenda Items

1. Item: _____
Discussion: _____
Decision/Action: _____
2. Item: _____
Discussion: _____
Decision/Action: _____

4. Other Matters

5. Next Meeting

Date: _____

Time: _____

Location: _____

6. Adjournment

Time Adjourned: _____

Minutes Prepared By: _____

Minutes Approved By: _____