

# 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: \_\_\_\_\_