

HOA board meeting agenda template

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| Agenda item | Description | Comments | Estimated time |
|--|---|----------|----------------|
| I. Call to order | The meeting is called to order by the president. | | 5 min |
| II. Roll call | Secretary records attendance of board members. | | 2 min |
| III. Approval of last meeting's minutes | The secretary presents previous meeting minutes and then the board reviews and votes on their approval. | | 10 min |
| IV. Guest speaker (optional) | President introduces a guest speaker relevant to the community (e.g., a local official, or lawyer). | | (Variable) |
| V. Committee reports | Committee chairs present updates on their areas. | | 15 min |
| VI. Public comment | Homeowners voice their opinions on specific agenda items. Homeowners comment, the president moderates. | | 15 min |
| VII. Old business | The board discusses and potentially votes on previously raised issues. | | 20 min |
| VIII. New business | Homeowners or boards introduce and discuss new issues brought to the board's attention. | | 30 min |
| IX. Executive session (optional) | The board discusses confidential matters (e.g., legal, personnel). | | (Variable) |
| X. Announcements and upcoming events | President or board member shares important information and upcoming community events. | | 5 min |
| XI. Adjournment | The meeting is formally closed by the president. | | 2 min |

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