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## **Community Association Meeting Minutes**

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

### **Attendees**

* [Name], [Role]
* [Name], [Role]
* [Name], [Role]
* [Additional attendees]

### **Agenda**

1. Welcome and Introductions
2. Approval of Previous Meeting Minutes
3. Financial Report
4. Committee Reports
   * Maintenance Committee
   * Social Committee
   * Safety Committee
5. Old Business
6. New Business
7. Open Forum
8. Adjournment

### **Minutes**

1. **Welcome and Introductions**
   * Meeting called to order by [Name] at [Time].
   * Introduction of attendees.
2. **Approval of Previous Meeting Minutes**
   * Motion to approve the minutes of the previous meeting by [Name].
   * Seconded by [Name].
   * Minutes approved unanimously.
3. **Financial Report**
   * Presented by [Treasurer's Name].
   * Overview of current financial status.
   * Key expenditures and income discussed.
   * Motion to approve financial report by [Name].
   * Seconded by [Name].
   * Financial report approved.
4. **Committee Reports**
   * **Maintenance Committee**
     + Report on recent maintenance activities.
     + Upcoming projects and budget requirements.
   * **Social Committee**
     + Summary of recent and upcoming events.
     + Discussion on community engagement.
   * **Safety Committee**
     + Update on safety initiatives.
     + Discussion on new safety measures.
5. **Old Business**
   * Follow-up on items from the previous meeting.
   * Status updates and resolutions.
6. **New Business**
   * Introduction of new topics for discussion.
   * Proposals and motions as required.
7. **Open Forum**
   * Community members invited to share comments, concerns, and suggestions.
8. **Adjournment**
   * Motion to adjourn by [Name].
   * Seconded by [Name].
   * Meeting adjourned at [Time].

### **Next Meeting**

* Date: [Insert Date]
* Time: [Insert Time]
* Location: [Insert Location]