

Corporation Name

Condominium Corporation # XXXXXX

Meeting Minutes for meeting on DATE

Present: Names of present directors

Regrets: Names of absent directors

Location of meeting: Location of meeting

1. **Call to Order** – NAME called the meeting to order at TIME and NAME recorded the minutes.
2. **Approval of quorum** - NUMBER OF DIRECTORS PRESENT has quorum been met?
Motioned by NAME, seconded by NAME
3. **Approval of the Agenda** - motioned by NAME, seconded by NAME
4. **Approval of the Previous (Enter date) Minutes** – motioned by NAME, seconded by NAME.

Committee Reports

President's Report

1. Report from the president

Treasurer's Report

1. Approval of financial statement - Motioned by NAME, seconded by NAME
2. Report from the treasurer

Maintenance Committee Report

1. Report from the maintenance committee

All Other Committee Reports

Business Arising from the Minutes

1. March 2013 (*Date item was added to minutes*) - Description of item

- a. April 2013 (*Date of meeting*) - If item hasn't been resolved, add comments from current meeting
 - b. May 2013 (*Date of meeting*) - If item hasn't been resolved, add comments from current meeting
 - c. June 2013 (*Date of meeting*) - Item resolved. Motioned by NAME, Seconded by NAME.
2. June 2013 (*Date item was added to minutes*) - Description of another item
 - a. July 2013 (*Date of meeting*) - If item hasn't been resolved, add comments from current meeting
 - b. August 2013 (*Date of meeting*) - If item hasn't been resolved, add comments from current meeting
 - c. September 2013 (*Date of meeting*) - Item resolved. Motioned by NAME, Seconded by

New Business

1. November 2013 (*Date item was added to minutes*) - Description of item
2. November 2013 (*Date item was added to minutes*) - Description of another item

Next meeting date

Next meeting: DATE AND TIME OF NEXT MEETING

Meeting adjournment: TIME on a motion from NAME and seconded by NAME.