



Associated Property Management

MEETING MINUTES FOR COMMUNITY ASSOCIATIONS

By Associated Property Management

Minutes of Association Meetings are a reflection of the business that has been conducted and a history of the activities that have taken place. Minutes should be kept for at least seven (7) years and should be written in the third person.

The agenda of the meeting should be followed and the Minutes also follow the same format. The Minutes should be written in the abbreviated style and should only include the business affairs of the association. During the Old Business and New Business portions of the meeting only Motions should be recorded in the Minutes and how each members voted. Discussions are not crucial and should not be included. Minutes are not to be used for political positions, personal views and for the denunciation of members. The Minutes of the meeting are a factual record of events. Nothing more!

Minutes should contain the following: Name of Organization, date, time and place of the meeting. What type of meeting, regular, special emergency, budget etc. The Minutes should state who is in attendance of the meeting. The Minutes should state whether the Minutes were read, approved or amended. All Motions whether adopted or defeated should be recorded. All reports of committees may be summarized or they can be referred to as “given by”, but never include them “word for word” or if written out, they can be attached to the Minutes. Reports do not have to be approved. Time of adjournment. The Minutes should be signed by the Secretary, and when approved the Secretary will date and initial the Minutes as well.

If the Minutes are ever corrected, the corrections should go on the right hand margin where required and then these changes should also be stated in the next Minutes when corrected. Personal opinions of praise and/or criticism should not be recorded.

Overall, the Minutes must be accurate and concisely written. The Minutes should be a reflection of what took place at the meeting. The Minutes are a legal, public document and may be quoted in lawsuits and court cases. In addition, the Minutes should have a consistent appearance from meeting to meeting.

The Secretary is an active participant in all Board and Member Meetings. The Secretary must record the Minutes, make corrections and may have to read back Motions for the members prior to the voting on all Motions. Yet, at the same time, the Secretary is to also participate in the meeting itself. The Secretary should keep the Minutes Book up to date and legible. The Minute Book or copies of the Minutes should be available for the members at all times. Make sure that the Minutes are in a protected area, where they

cannot be destroyed by fire or flood.

Should the Minutes be posted for all of the Members to read? Yes, the Minutes should be seen by as many members as possible, as the residents need to be informed of what is going on in their community. If the Association has a regular newsletter, website or community TV channel, try to post the Minutes or at least a summary of the Minutes. The Minutes are an important document for all of the residents to read and reflect on.

01-01-03