



SQUIRE'S GROVE HOMEOWNERS ASSOCIATION MEETING AGENDA TEMPLATE

Call to Order – President

Record meeting start time, take attendance and establish quorum.

Attendance – Directors - Rick Ormsby, Frank Falsetti, Scott Wozniak

Establish Quorum – When necessary, establish a quorum for official Association Business.

Approval of Last Meeting Minutes – Distributed after last meeting for review and e-mail changes or approval within one week. If changes are requested resend and establish re-approval date, no later than one week after re-approval notice.

Once approved will post to website – Within one week of Director approval.
(Homeowners can request in writing to be sent minutes by mail-Secretary)

Public Forum – To provide time for Association members, requires in-person attendance, to express comments or constructive criticism to the Board of Directors. Time allowed will be based on subject matter and number of Homeowners expected to be in attendance. Acceptance to speak will require a pre-meeting vote in conjunction with a detailed report, in writing, one week prior to the meeting. The Board is not required to act at this time on any issue presented but will make a recommendation to act within one week following the meeting.

Request and recommendations will be posted to the website within one week of Director review and approval.

Treasurers Report – Treasurer - Distributed prior to meeting for Director review.

Report to summarize the available cash balance for the Association, a comparison of the current finances versus the approved annual budget, and details of unexpected expenses since the last meeting.

Directors review bank statements for reconciliation accuracy.

Review any checks outstanding past 90 days and recommend action.

If balance >\$100,000, check FDIC insurance and recommend action.

Not posted to website – maintain confidentiality and record requests-Treasurer

(Homeowners can request this report in writing only to be delivered by mail-Treasurer)

Directors Report – Collection of any written requests submitted by Homeowners in which Homeowners submit in writing, at least one week prior to each meeting (unless it's in a case of emergency), a request to be heard on an Association topic. Directors can accept written document and/or in-person presentation to be recognized and in the minutes of the current meeting. Requests may be subject to further review in order to recommend appropriate action.

Committee Reports – Committees to be established as necessary to provide research and study to the Directors for decision –making on important Association topics. All committee reports should be submitted in writing one week prior to meeting for addition into the next meetings’ agenda.

Once approved will post to website – Within one week of Director review and approval.

Old Business – For items needing review or further research from last meeting.

New Business – Anything not covered in previous topics.

Adjourn - President

Set date for the next meeting or confirm date on the calendar already.