**Sample HOA Board Meeting Agenda**

**[Insert Name of HOA]**

**[Insert Date and Time]**

**[Insert Location]**

*Note: This template is an example of what may be included on a general HOA board meeting agenda. The topics are samples only and may be adapted to reflect the important matters pertaining to your specific homeowner’s association.*

1. **Call to Order**
2. **Verification of Quorum**
3. **Board Members Present**
4. **Management Present**
5. **Approval of Minutes**
6. **Approve minutes from previous meeting**
7. **Reports**
8. **Treasurer’s Report**
   1. **Financials**
   2. **Delinquencies**
9. **Committee Reports**
   1. **Architectural Committee**
   2. **Landscape Committee**
   3. **Neighborhood Watch**
10. **Management Report**
    1. **Task list from previous meeting**
    2. **Violations review**
    3. **Other business**
11. **Old Business**
    1. **Installation of new security cameras**
    2. **Clubhouse roof repair**
    3. **Front entrance landscaping**
12. **New Business**
    1. **Schedule for tree trimming**
    2. **Decide on date for Annual Meeting**
    3. **Discuss special assessment to remain compliant with fencing requirements around pool area**
13. **Homeowner Open Forum**
    1. **Each attendee may address the board for up to three minutes**
14. **Meeting Adjourned to Executive Session (if necessary). – The next Board Meeting will be held on [Insert date, time and location].**