

HUNTERS BROOK HOA INC

INFORMAL MINUTES
BOARD OF DIRECTORS

DATE
TIME
LOCATION

Meeting called by:

Type of meeting:

Facilitator:

Note taker:

Timekeeper:

Attendees:

Please read:

Please bring:

Minutes

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

- ✓
- ✓
- ✓

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

- ✓
- ✓
- ✓

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

- ✓
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Person responsible

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Agenda item:

Presenter:

Discussion:

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Action items

- ✓
- ✓
- ✓

Person responsible

Deadline

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

- ✓
- ✓
- ✓

Person responsible

Deadline

Other Information

OTHER HOA MEMBERS PRESENT:

Resources:

Special notes: