

[Name of CIC]

## Executive Board of Director's Meeting Agenda

[Date] [Time]

[Location]

### Current Board of Directors

[List of Directors]

1. **Call to Order & Establishment of a Quorum**
2. **Unit Owner's Forum** (*[reasonable time limitation]* per unit owner) ***For Discussion Only***
  - a. Each unit owner in attendance may address the executive board of directors. Comments made by each unit owner must be limited to items listed on this agenda pursuant to NRS 116.31083(6). Unit owners may request that the substance of their remarks or prepared written remarks be included in the minutes.
3. **Reading and Approval of Previous Meeting Minutes** ***For Possible Action***
  - a. The executive board of directors will read aloud and approve the summary minutes of the executive board of director's meeting(s) held on [date(s) of previous meeting(s)]. The minutes will not be read aloud if so moved and approved by the board.
4. **Acknowledgement of Board Meeting held in Executive Session** (if applicable) ***For Discussion Only***
  - a. The executive board met on [date of meeting held in executive session] in accordance with paragraph(s) [(c) or (d), whichever is applicable] of NRS 116.31085(3) by holding a hearing on alleged violations of the governing documents in executive session.
5. **[Officer Position/Standing Committee/Ad Hoc Committee]'s Report** ***For Discussion Only***
  - a. [include clear and complete statement of all material that the officer (i.e. president, secretary or treasurer), standing committee, or ad hoc committee will be presenting, repeat this item for each report in order of precedence].
6. **[Unfinished business item from previous meeting]** ***For Possible Action***
  - a. [include **clear and complete** statement of the item and action that will potentially be taken, repeat for each individual unfinished business item that was moved to be postponed until this meeting].
7. **Quarterly Review of Financial Information** ***For Discussion Only***
  - a. The board shall review a current year-to-date financial statement of the association; schedule of revenues and expenses for both the operating and reserve accounts; a current reconciliation for both the operating and reserve accounts; the latest bank statements for all accounts of the association; and, if applicable, the current status of any civil action or claim submitted to arbitration or mediation in which the association is a party.
8. **[New business item]** ***[For Possible Action/For Discussion Only]***
  - a. [include **clear and complete** statement of the item and action (if applicable) that will potentially be taken, repeat for each individual new business item, which must include: any proposed amendment to the declaration or bylaws, any fees or assessments to be imposed or increased by the association, any budgetary changes, and any proposal to remove an officer of the association or member of the executive board].
9. **Unit Owner's Forum** (*[reasonable time limitation]* per unit owner) ***For Discussion Only***
  - a. Each unit owner may address the executive board. Comments made by each unit owner must be limited to matters impacting the community pursuant to NRS 116.31083(6). Unit owners may request that the substance of their remarks or prepared written remarks be included in the minutes.
10. **Adjournment**