

[Name of CIC]

**Executive Board of Director's  
Unapproved Summary Meeting Minutes for Board Meeting held on  
[Date] [Time] at [Location]**

**Current Board of Directors**

[List of Directors]

**Board Members Present**

[List of directors present, noting the time for any tardy arrivals].

**1. Call to Order & Establishment of a Quorum**

- a. Meeting called to order at [precise time the chair called the meeting to order].
- b. A quorum [is or is not] established.

**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.
- b. [Substance of remarks from each unit owner who requested their remarks be reflected in the minutes, attach as an exhibit and reference here any written comments prepared by unit owners, if the unit owner requested the written comments to 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.
- b. [Director who made the motion to approve including the motion verbatim, there should be no discrepancies].
- c. [Only if specifically requested by the board, director who seconded the motion].
- d. [Overall substance of all matters discussed and debated, including any subsidiary motions made and amendments to the previous meeting's minutes].
- e. [Include the name of each individual board member and how they specifically voted].

**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.
- b. [Overall substance of matters discussed, however no specific unit owner information concerning any of the hearings held shall be discussed].

**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].
- b. [Overall substance of all matters discussed throughout the report].

6. **[Unfinished business item from previous meeting]** *For Possible Action*
- [Include description 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].
  - [Director who made the motion to approve including the motion verbatim (INCLUDING STATED SPENDING LIMITS within the confines of the ratified budget), there should be no discrepancies].**
  - [Only if specifically requested by the board, director who seconded the motion].**
  - [Overall substance of all matters discussed and debated, including any subsidiary motions made].
  - [Include the name of each individual board member and how they specifically voted].**
7. **Quarterly Review of Financial Information** *For Discussion Only*
- 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.
  - [Overall substance of all matters discussed throughout the review].
8. **[New business item]** *For Possible Action*
- [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].
  - [Director who made the motion to approve and include the motion verbatim (INCLUDING STATED SPENDING LIMITS within the confines of the ratified budget), there should no discrepancies].**
  - [Only if specifically requested by the board, director who seconded the motion].**
  - [Overall substance of all matters discussed and debated, including any subsidiary motions made].
  - [Include the name of each individual board member and how they specifically voted].**
9. **Unit Owner's Forum** (*reasonable time limitation*) *per unit owner* *For Discussion Only*
- 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.
  - [Substance of remarks from each unit owner who requested their remarks be reflected in the minutes, attach as an exhibit and reference here any written comments prepared by unit owners, if the unit owner requested the written comments to be included in the minutes].
10. **Adjournment**
- [Precise time the chair adjourned the meeting].

**The record reflected in these unapproved summary minutes has not been officially certified by the Executive Board of Directors and corrections may be made. Official minutes will be made available to the units' owners once approved by the Executive Board of Directors and signed by the appropriate officers of the association.**