

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
Condominium Corporation No. [NUMBER]
[Building or complex name]

Held on [day], [date] at [time] at [location or "by video conference"]

1. Attendance

Directors present: [names and positions, e.g. Jane Doe, President]

Regrets: [names]

Also present: [condominium manager, guests, owners attending]

Quorum: A quorum of the board being present, the meeting was called to order at [time].

2. Approval of the agenda

MOTION: It was moved by [name] and seconded by [name] to approve the agenda as distributed.

3. Approval of previous minutes

MOTION: It was moved by [name] and seconded by [name] to approve the minutes of the board meeting held [date] as distributed.

4. Business arising from previous minutes

[One short paragraph per item. State the update and any decision made. Example: "Roof repair. The contractor completed the flashing repair on May 12. The invoice matched the approved quote."]

5. Correspondence

[Summarize letters and emails received by the board and what was decided about each. Do not copy the letters in full.]

6. Financial report

Operating account balance as at [date]: \$[amount]

Reserve fund balance as at [date]: \$[amount]

Arrears: [number] units in arrears totalling \$[amount].

MOTION: It was moved by [name] and seconded by [name] to approve the financial statements for [month].

7. New business

[One heading per topic. Record the decision, not the debate. Every decision should appear as a motion with a mover, a seconder, and the result.]

MOTION: It was moved by [name] and seconded by [name] that [exact wording of the decision].

8. Action items

ACTION: [Who] will [do what] by [when].

9. Next meeting

The next board meeting is scheduled for [date] at [time] at [location].

10. Adjournment

There being no further business, the meeting was adjourned at [time].

Minutes prepared by [name].

These minutes are a draft until approved by the board at a subsequent meeting.

Template provided free by StrataMinutes.ca. Condominium legislation in every province requires the corporation to keep minutes of board and owners' meetings; check the exact wording that applies in your province. StrataMinutes prepares finished, compliant minutes for British Columbia strata corporations, where your first council meeting is free at www.strataminutes.ca.