

Sample: from a messy recording to finished minutes

Everything here is fictional: the association, the people, the amounts and the addresses. It's a demonstration only.

BEFORE: what the board sends us (auto-transcript snippet)

[00:00:14] ok are we recording, Linda is it on? ok. so it's like 7:04, we have me, Dave, Linda, Marcus is on the phone I think – Marcus you there? – yeah ok. Priya's out sick. [00:01:02] so the minutes from September, everybody read them? anyone. no? ok can I get a motion – Dave – Dave moves, Linda second. all good? ok approved. [00:03:40] Marcus: so treasury, we're at uh forty-one thousand two-ish in operating, reserve is like eighty-eight five, and three people still haven't paid Q3, one's the house on Fernwood that's been late before [00:09:15] the pond fountain guy, Aqua-something, quoted twenty-eight fifty to replace the pump, the other quote was thirty-four hundred. I say we go with the cheaper one, it's same warranty – [00:09:40] Linda: I'll move we accept the twenty-eight fifty one out of reserves. Dave: second. ok all in favor – me, Linda, Dave yes, Marcus? Marcus yes. ok passes. [00:14:22] there's the fence thing on Alder Court, the six foot one, it's not approved, um, should we send a letter, yeah let's do a friendly one first, Linda can you draft–actually can the minutes person do it [00:21:05] annual meeting is... November 18th? at the library room again, we need the notice out by... whatever the bylaws say, 10 days? someone check [00:24:50] anything else? no? ok motion to adjourn, Dave, Linda, done. 7:31.

AFTER: what the board gets back (draft for board approval)

CEDAR HOLLOW HOMEOWNERS ASSOCIATION

Minutes of the Regular Board Meeting, October 14, 2026

Location: Clubhouse and by phone

1. Call to order. The President, Jim Okafor, called the meeting to order at 7:04 p.m.

2. Attendance and quorum.

- Present: Jim Okafor (President), Dave Lindqvist (Vice President), Linda Reyes (Secretary).
- Present by phone: Marcus Hale (Treasurer).
- Absent: Priya Natarajan (Director at Large).
- A quorum was present.

3. Approval of prior minutes. MOTION by D. Lindqvist, seconded by L. Reyes, to approve the minutes of the September 9, 2026 meeting as presented. **Carried unanimously (4-0).**

4. Treasurer's report (M. Hale; figures as stated orally, subject to the written statement):

- Operating account: approximately \$41,200.
- Reserve account: approximately \$88,500.
- Three owners have not yet paid third-quarter assessments. The Treasurer will follow up according to the collection policy.

5. Pond fountain pump replacement. Two bids were received: \$2,850 and \$3,400, with equivalent warranties. MOTION by L. Reyes, seconded by D. Lindqvist, to accept the \$2,850 bid, to be paid from the reserve fund. **Carried unanimously (4-0).**

- $\triangle$ *To confirm:* vendor name (heard as "Aqua-...").

6. Architectural matter: fence at Alder Court. The board discussed an unapproved six-foot fence. By consensus, a friendly courtesy letter will be sent first. *Action:* draft letter attached for board review.

7. Annual meeting. Scheduled for November 18, 2026 at the library meeting room.

- $\triangle$ *To confirm:* the notice deadline in the bylaws (stated as "10 days?"). If the deadline is 10 days, the notice must go out by November 8, 2026.
- *Action:* draft notice attached.

8. Adjournment. MOTION by D. Lindqvist, seconded by L. Reyes, to adjourn. Carried. The meeting adjourned at 7:31 p.m.

Action items

#	Item	Owner	Due
1	Follow up with 3 owners on unpaid Q3 assessments	M. Hale	Before next meeting
2	Notify vendor of accepted pump bid (\$2,850)	J. Okafor	Oct 21
3	Review and send courtesy letter (Alder Court fence)	L. Reyes	Oct 21
4	Confirm notice deadline in bylaws; send annual meeting notice	L. Reyes	Per bylaws

Respectfully submitted, Linda Reyes, Secretary. DRAFT, pending board approval.

Also included with this meeting: the courtesy letter draft, the annual meeting notice draft, and three newsletter blurbs (pump replacement, annual meeting date, a reminder that Q3 dues were due).