

## **Emerald Hills Board of Directors Meeting \_\_\_/\_\_\_/\_\_\_\_\_**

1. Call to Order
2. Opening Remarks
  - a. welcome
  - b. review agenda
3. Approval of Minutes
  - a. Pass out minutes of \_\_\_/\_\_\_/\_\_\_ BOD meeting for self-reading, corrections, and approval.
4. Reports
  - a. Treasurer's report
  - b. Committee reports
    - Architectural Review Committee
  - c. Other reports
5. Unfinished Business
  - a.
  - b.
6. New Business
  - a.
  - b.
7. Open Forum ([2])
8. Executive Session (motion required)
  - a.
  - b.
9. Adjourn meeting

### **Notes:**

- [1] *This meeting is being recorded to assist our secretary in preparing the meeting minutes. Some recordings may be saved, depending on the nature of the meeting context.*
- [2] *Designated time of 10 minutes (2-5min per member) to allow members an opportunity to comment on any matter relating to the association. Members desiring to offer comments are requested to advise the Board of Directors of intent at least one full day prior to that meeting.*