

ARE BOARD MEETING MINUTES FOR ASSOCIATION PUBLIC RECORDS?

All documents filed by the developer or his/her successor are considered public record and open for inspection by the public. The right to inspect these records and the right to receive copies of these records for the actual cost is inherent in the process and protected by Florida Statute 119.01 (1).

Minutes of meetings of the board of directors and the membership are among the longest retained official records of an association and rank high in degree of importance for documents kept by associations. Minutes can serve as a guide for future operations and management for an association while avoiding pitfalls and mistakes of mismanagement or poor decision making of the past.

The purpose of minutes is to record the official action taken at a meeting and to inform the members of action taken at that meeting. Associations should avoid lengthy minutes, which take on the role of an association “news letter”. If litigation should occur and minutes are subpoenaed, properly written minutes will serve as a blessing while minutes in the form of a “news letter” providing too much information may not be desirable. Although some association documents may require other categories or a different format, a well organized and prepared set of minutes should include the following:

1. Call to order
2. Proof of notice along with a copy of the agenda for the meeting
3. Determination of a quorum
4. Reading of previous minutes
5. Manager’s report
6. Officers’ reports
7. Committee reports
8. Unfinished business (specific items should be listed)
9. New business
10. Owner comments
11. Adjourn

Exhibits to meetings are encouraged because they tend to eliminate lengthy minutes while maintain a complete record of events. It has been my observation that meetings lasting over one hour will lessen the interest of members and board members. The following is a sample board meeting minutes:

GULF AND GOLF CLUB CONDOMINIUM ASSOCIATION, INC.

MEETING OF THE BOARD OF DIRECTORS
AT THE CLUBHOUSE
June 28, 2002

CALL TO ORDER

President Randy Rolph called the meeting to order at 5:00 P.M. at the Clubhouse at 1000 Beach Road, Sarasota, Florida.

DETERMINATION OF A QUORUM

All board members were present:

PRESIDENT	Randy Randolph
FIRST VICE PRESIDENT	Jim Reese
SECOND VICE PRESIDENT	Jack Jones
TREASURER	Frank Bates
SECRETARY	Robert Mack

CONFIRMATION OF PROPER MEETING

The notice for the meeting was posted in accordance with the Bylaws of the Association and Florida Statute requirements.

APPROVAL OF MINUTES

A motion was made by Jack Jones with a second from Robert Mack to approve the minutes of the May 28, 2002 meeting as presented to the Board of Directors.

Motion passed unanimously

TREASURER'S REPORT

Treasurer Frank Bates gave a detailed report on the financial condition of the condominium ending May 31, 2002. (A copy of complete report is attached.)

SECRETARY'S REPORT

There was no report.

BUILDINGS & GROUNDS

Bill Green, Grounds Committee Chairman reported that his committee recommends that Tyler Lawn Care be hired to replace the present lawn company. (A copy of the lawn contract is attached.)

Motion by Jim Reese with a second by Jack Jones to hire Tyler Lawn Care.

Voting in favor of the motion: Randy Randolph, Jim Reese, and Frank Bates.

Voting against the motion: Robert Mack and Jack Jones.

OLD BUSINESS

None

NEW BUSINESS

A motion was made by Robert Mack with a second from Jim Reese to allow the owner of unit 1225 to install a washer and dryer.

Motion passed unanimously.

OWNER COMMENTS

Several owners thanked the Board of Directors for its dedicated service and a recommendation was made by one owner to double the salary of the Board Members.

No action was taken on the pay recommendation.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:45 P.M.

Respectfully submitted

For the secretary by,

Manny Meucomb

Managing Agent

THIS INFORMATION CONTAINED HEREIN IS NOT INTENDED AS LEGAL ADVICE, WHICH IS APPLICABLE TO SPECIFIC SITUATION AND IS BASED UPON LEGAL CRITERIA, WHICH ARE SUBJECT TO CHANGE.

Walt Hammerling is a CAM and not an attorney. Please contact your Association attorney for information dealing with your Association. Walt Hammerling is the President of Argus Property Management, Inc. and the Broker of record for Argus Realty Group, Inc. He may be reached at either (941) 927-6464 or at Walt@Argusmgmt.com