# Tired of Doing the Minutes for Your HOA or Condo Board Meetings?

# THERE IS A SOLUTION





# With Community Without Stay engaged in the Distracted in the meeting meeting by having to take notes Have to type and Regain personal time edit minutes on personal time Minutes in Personal Liability for accordance minute formatting with Community Associations Institute (CAI)

Not sure what you

bias shows up

have and if personal

Guidelines

Proper and impartial

corporate records

## **How it Works:**

### **Option 1**

- 1) Use a voice recording app on your smartphone
- 2) Let us know the size of your meeting area
  - a. If a large meeting area we will send you a microphone to plug into your smart phone
- 3) Get consent from attendees to record the meeting
- 4) Record your meeting & email it to us
- 5) We type and edit the meeting minutes to conform with Roberts Rules of Order and CAI; only actions are recorded in the minutes not discussion, not opinions, not questions, etc.
- 6) We email you the minutes to review and make any changes
- We delete your meeting recording to conform with state statutes

Cost: \$0.75 per minute

### **Option 2**

- One of our Minute Takers attends your meeting virtually
- 2) We type and edit the meeting minutes to conform with Roberts Rules of Order and CAI
- 3) We email you the minutes to review and make any changes

Cost: \$0.99 per minute

	SAMPLE MINUTES
	a request for purchase of a desktop publishing program. Halley Applegate moved a Microsoft Publisher program for use by the newsletter committee. Motion
Michael Falvo moved to approve the s	ecreation committee's proposal to improve the playground (attached).
	wed to postpone action on the motion until the next board meeting in order to se additional information. Motion adopted.
There being so other business a moti-	on was made, seconded, and approved to adjourn. The meeting adjourned at 8:2
p.m.	
	Mr. Matthew Durford, President

### Want to learn more?

Visit

www.Community-Minutes.com or email

info@Community-Minutes.com