

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

THERE IS A SOLUTION



## 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
- 7) We delete your meeting recording to conform with state statutes

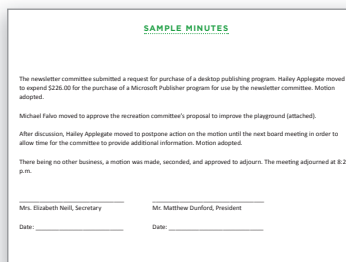
**Cost: \$0.75 per minute**

### Option 2

- 1) 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**

With  Community Minutes	Without
✔ Stay engaged in the meeting	✘ Distracted in the meeting by having to take notes
✔ Regain personal time	✘ Have to type and edit minutes on personal time
✔ Minutes in accordance with Community Associations Institute (CAI) Guidelines	✘ Personal Liability for minute formatting
✔ Proper and impartial corporate records	✘ Not sure what you have and if personal bias shows up



## Want to learn more?

Visit  
[www.Community-Minutes.com](http://www.Community-Minutes.com)  
 or email  
[info@Community-Minutes.com](mailto:info@Community-Minutes.com)