

# DOs and DON'Ts:

## Taking Minutes at Community Association Meetings

Community association meetings are important because decisions are made that determine the association's day-to-day actions and future plans. Below are tips to keeping proper meeting minutes.

- DO** Keep minutes at all official meetings, including: Board meetings, annual membership meetings and special membership meetings.
- DO** Ensure the format of the minutes closely follows the format of the meeting agenda.
- DO** Include the following elements in the minutes:
  - Place, date and time of the meeting
  - Type of meeting
  - Time the meeting was opened
  - Names of all people present
  - Who moved and seconded each motion
  - Number of votes for each motion
  - Decisions made
  - Time the meeting closed
  - Place, date and time of the next meeting
- DO** Follow association governing documents, Robert's Rules of Order or other parliamentary procedures, and state laws. (New Jersey laws require meeting minutes be kept and made available to members.)
- DON'T** Assume the Secretary has to keep the minutes. Instead, an association or management employee may record them. The Secretary should, however, ensure minutes are recorded and maintained.
- DON'T** Assume there is a single right way to take minutes.

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- DON'T** Create a verbatim transcript. Minutes should record action taken (motions) and a brief description of items discussed.
- DON'T** Use the rough minutes as the final version; have them typed and submitted to the Board before the next scheduled meeting.
- DO** Attach relevant documents to the meeting minutes, such as:
- A copy of the notice of the meeting
  - The agenda that was issued prior to the meeting
  - Copies of any report(s) discussed at the meeting
- DO** Submit the draft minutes to Board members with an agenda for the next meeting. Ensure Board members make corrections and vote to approve the minutes at the next Board meeting.
- DO** Ensure the Secretary signs and dates the final version of the completed minutes as a true and correct record after the Board has voted to approve them.
- DO** Keep a master copy of the final version of the minutes in a minutes book, folder or file with all applicable attachments.
- DON'T** Deny association members access to minutes unless a meeting was an executive session. (New Jersey law requires the minutes of open meetings be available for inspection by unit owners.)

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For more information, contact Hill Wallack LLP's Community Association Law Practice Group at 609.924.0808.



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