



## **Board Minutes Requirements**

---

The board minutes are an important required attachment that must be uploaded with your online Neighborhood Mini-Grant application. The minutes from the board meeting must include:

- A) Title of Board Meeting** (must be Association Board, no committee)
- B) Date of Board Meeting**
- C) Location of Board Meeting or indicate if the meeting was virtual**
- D) Description of Document (Board Minutes)**
- E) Meeting called to order** - date and time, proof of resident notification (at least 48 hrs. prior to the scheduled meeting).
- F) Board Discussion** – mention of Hillsborough County Neighborhood Mini-Grant program and the association’s proposed project seeking funding.
- G) Board Motion**
- H) Board Vote**

## **Board Minutes Example:**

---

- A) PARADISE HOA BOARD MEETING
- B) November 2, 2022 – 5:30 pm
- C) Community Center
- D) Meeting Minutes

E) Meeting of the Paradise HOA Board was called to order at 5:30 p.m. at the community center. The meeting was properly noticed more than 48 hours in advance at the exit gate, Paradise Facebook page, and the community center message board. Present, constituting a quorum were board members John Henry, Jane Smith, Jim Cricket, and Susan Jones.

F) Joe Smith, board president, stated the meeting was called to discuss and generate ideas for Paradise proposal submission for the Hillsborough County Neighborhood Mini-Grant. In all our discussions, we focused on generating ideas that would promote community unity. We restated the board's previously generated list of ideas: a charcoal grill for the park; sunshade sails or a permanent pavilion for the pool;



and a pop-up tent for park gatherings. John noted he had gotten a quote for a pavilion sunshade for \$3,000 and a quote for charcoal grills for \$500.00 to encourage residents to gather and a pop-up tent to provide shade for community events and holiday get-togethers. We discussed the idea of adding wellness activities, some examples were a walking trail around the pond, folding tables, and chairs for the community park area, and two canopy tents were suggested.

G) A motion was made to proceed with the application for the mini-grant.

H) Seconded, and all voted in favor. The vote passed 7 to 1.