



## Meeting minutes

Daniel Rosenfeld <rosenfeld.ds@gmail.com>  
To: Shireen Ambush <sambush@abarisrealty.com>

Tue, Apr 11, 2023 at 9:29 PM

Thank you for the up date-- I will get the E- mail to you tomorrow, Wednesday

Danny

On Tue, Apr 11, 2023 at 5:32 PM Shireen Ambush <sambush@abarisrealty.com> wrote:

Hi Danny

We covered this when we met yesterday. The minutes will be taken with proper format by Abaris going forward but I cannot do anything about past minutes that the Board has already approved.

On Sun, Apr 9, 2023 at 12:18 PM Daniel Rosenfeld <rosenfeld.ds@gmail.com> wrote:

Shireen,

Please advise me on this being correct : This was pulled from the CCOC guidelines and after reading this I do believe that we need to correct the meeting minutes that were posted this past week.

I am not sure why we have been paying IKO to take minutes and the board is good with what they document 11 out of twelve months but the February minutes that IKO wrote were not acceptable. Why does the board have to twist everything ? Please help me understand why we pay IKO, or Abaris ( going forward ) if the board is just going to write their own version?

## How to Take Meeting Minutes: What to Include

Many associations make the mistake of writing the minutes as if it were a transcript, with word-for-word dialogue and unnecessary comments. But, this is not the proper way of taking minutes of a board meeting. There are certain items that you should and should not include in your HOA board meeting minutes.

Generally speaking, the items you should include in your minutes are the ones that appear on the agenda. This is because board members can't really discuss or vote on items that aren't on the agenda. Here are the items you must include in your board meeting minutes:

- Meeting date
- Meeting time
- What time the meeting was called to order and by whom
- Names of present and absent board members
- Approval of the minutes of the previous meeting, including any amendments or rectifications
- Additions to the agenda
- Establishing a quorum
- Financial report or presentation
- Any motions proposed and what they are, who proposed them, and who seconded them
- Any voting that took place, including the results and those who voted for or against the item
- What actions were taken
- Any resolutions or decisions made
- Unfinished business
- New business
- Open forum discussion
- The date and time of the next board meeting
- Adjournment time

*What should not be included in meeting minutes?*

- *Personal comments*
- *Opinions*
- *Irrelevant discussions*
- *Word-for-word dialogue*

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