

MINUTES OF THE ANNUAL MEETING OF  
OWNERS AND DIRECTORS  
OF  
Condo Association  
MEETING OF MEMBERS

The annual meeting of the members of the Corporation was held at \_\_\_\_\_, at the hour of \_\_\_\_\_ m on the day of \_\_\_\_\_, 1994, pursuant to the bylaws.

Pursuant to the provisions of the Bylaws of the Corporation, the President acted as Chairman and \_\_\_\_\_ acted as Secretary of the meeting.

\_\_\_\_\_ Percent of the owners were present in person at the meeting and thereupon, the Chairman announced that the number necessary to constitute a quorum was present in person.

After discussion and upon motion duly made and seconded, it was unanimously

RESOLVED, That all actions of every kind taken by the officers and directors of the Corporation, for the fiscal year ending December 31, 1989 be and the same hereby are approved and ratified.

ELECTION OF DIRECTORS

The meeting then proceeded to the election of two (2) directors as successors to the directors whose terms expire with this annual meeting, to hold office until the next annual meeting of shareholders, and until her successor shall be elected and shall qualify.

\_\_\_\_\_ and \_\_\_\_\_ were nominated and seconded to be the directors. There were no other nominations.

Upon motion duly made, seconded, and unanimously carried, the nominations were closed.

Upon motion duly made, seconded, and unanimously carried, Jones and Palombino were elected the directors of the Corporation.

No other business coming before the meeting, it was, on motion duly made, seconded, and unanimously carried, the meeting was adjourned.

\_\_\_\_\_  
SECRETARY

ADOPTION OF MINUTES OF THE PRESENT MEETING

The foregoing minutes of this meeting were then read by the Secretary to the shareholders, and, on motion duly made, seconded, and carried, they were adopted as and for the record of this meeting.

Date: \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
SECRETARY

MINUTES OF ANNUAL MEETING  
OF THE BOARD OF DIRECTORS  
OF  
Condo Association

The annual meeting of the Board of Directors of the Association was held on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ , at \_\_\_\_\_m., immediately after the adjournment of the annual meeting of the owners, pursuant to the bylaws. The Secretary announced that a quorum of the directors was present, and that the meeting, having been duly convened, was ready to proceed with its business. The President of the Corporation, called the meeting to order and acted as Chairman and \_\_\_\_\_ acted as Secretary thereof.

The Secretary presented and read to the meeting the minutes of the annual meeting of shareholders held at the principal office of the Corporation held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. By unanimous vote the minutes of the last meeting were approved.

ELECTION OF OFFICERS

Upon motion duly made, and unanimously carried, \_\_\_\_\_ was nominated for the office of President. There being no further nomination, \_\_\_\_\_ was, upon motion duly made, and unanimously carried, duly elected and declared President of the Corporation.

Thereupon, \_\_\_\_\_ accepted the office to which \_\_\_\_\_ was elected as

aforesaid.

Upon motion duly made, and unanimously carried, \_\_\_\_ was nominated for the offices of Secretary and Treasurer. There being no further nomination, \_\_\_\_ was, upon motion duly made, and unanimously carried, duly elected and declared Secretary and Treasurer of the Corporation. Thereupon, \_\_\_\_\_ accepted the offices to which \_\_\_\_ was elected as aforesaid.

There being no further business, on motion duly made, and unanimously carried, the meeting was thereupon adjourned.

\_\_\_\_\_  
Secretary

#### DIRECTOR'S RATIFICATION OF MINUTES

The undersigned, being all of the director of the Association, do hereby ratify, approve, and confirm all that has occurred at the foregoing meeting, the minutes of which I have read, and in signification of such approval, ratification, and confirmation, and of our assent to any and all acts at the said meeting, do hereby sign my name this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name  
Director