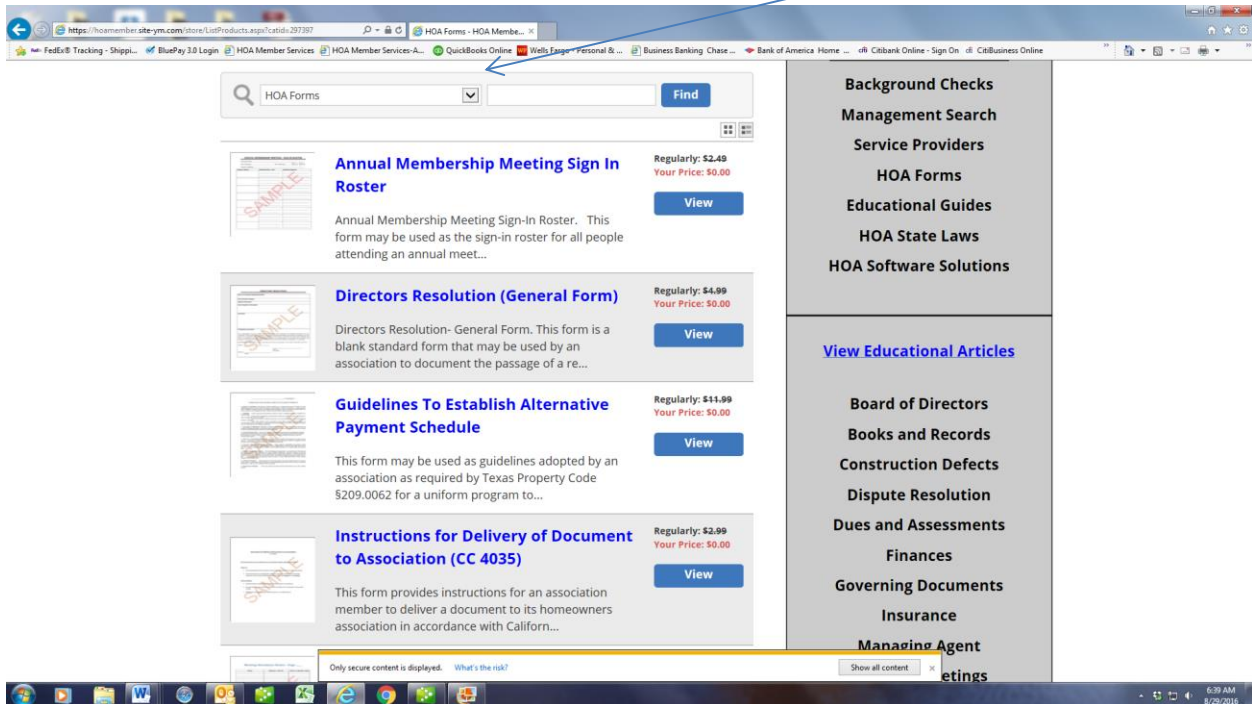


# Instructions Form Viewing Forms

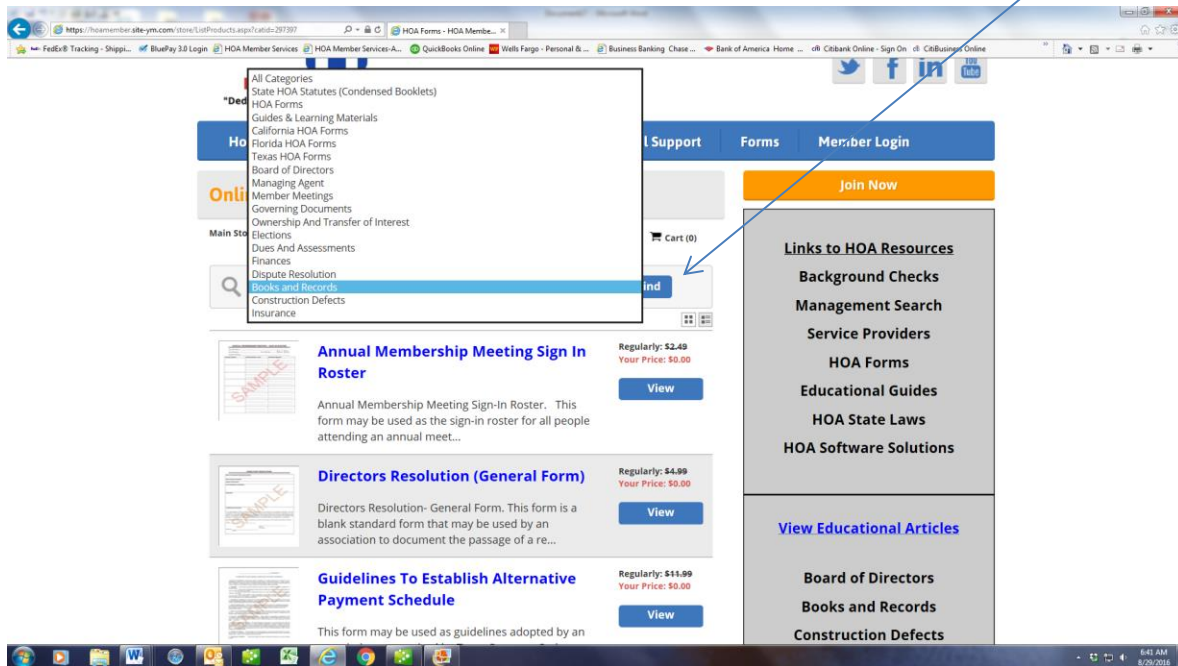
*Step #1: Forms are accessed from the tab labeled "FORMS" on the main menu tab. After clicking on the tab you will be taken to the collection of available forms.*



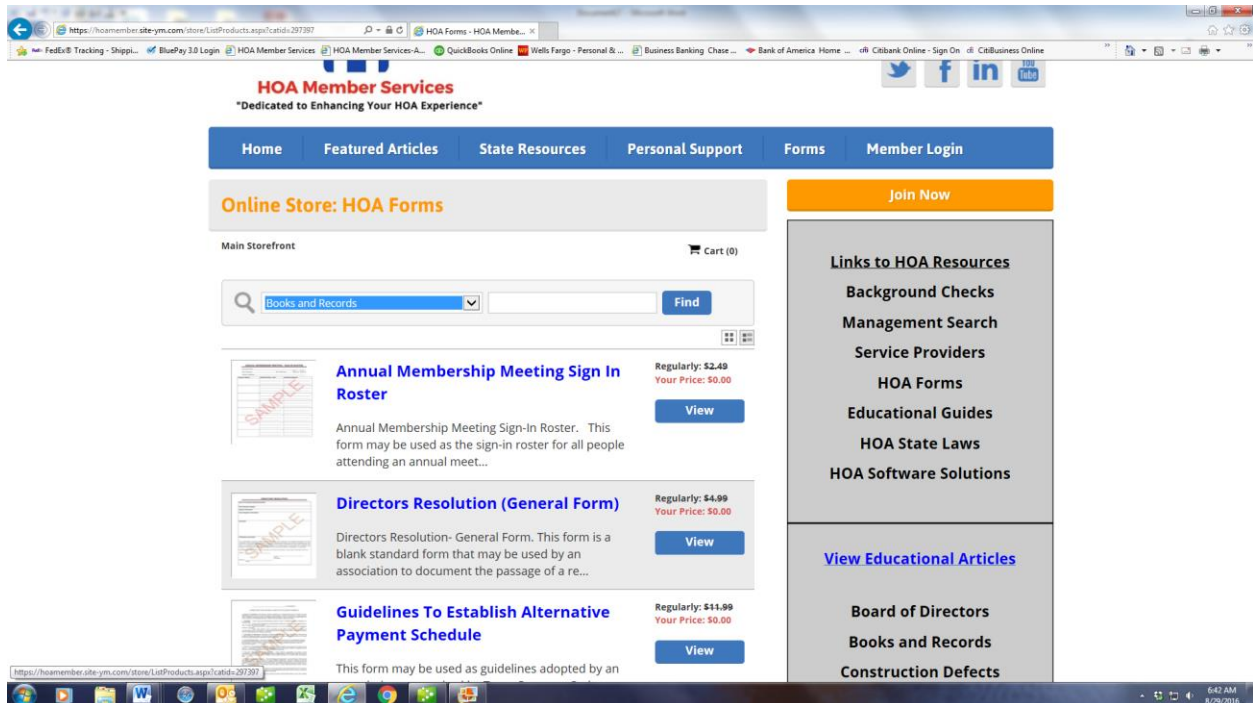
*Step #2: Select the type of form you are interested in from the drop-down menu.*



*Step #3: After you select the type of form you are interested in, push the "Find" tab.*



*Step #4: You will now see a general alphabetical listing of the forms relating to "Books and Records" that are available. Scroll down the to find a form you are interested in and click on the image of the form or the "Find" tab and you will be taken to a larger image and information about the form.*



**Step #5:** Here, the selected form is "Minutes of Meeting of BOD". The first page of the form is displayed but up to 5 pages may be viewed by clicking on the smaller images at the bottom.

**Minutes of Meeting of BOD**

**Item Options**  
You save \$2.49!

Your Price: \$0.00  
Quantity:

**MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF**

**I. Meeting Information:**  
A meeting of the Board of Directors of \_\_\_\_\_ (name of corporation) ("the Corporation") was held as follows:  
Type of meeting:  Regular  Special  
Date of meeting: \_\_\_\_\_  
Time of meeting: \_\_\_\_\_  
Location of meeting: \_\_\_\_\_

**II. Persons Present at Meeting**  
A. The following directors were present:  
Director No. 1: \_\_\_\_\_  
Director No. 2: \_\_\_\_\_  
Director No. 3: \_\_\_\_\_  
Director No. 4: \_\_\_\_\_  
Director No. 5: \_\_\_\_\_  
B. The following directors were not present:  
Absent Director No. 1: \_\_\_\_\_  
Absent Director No. 2: \_\_\_\_\_  
Absent Director No. 3: \_\_\_\_\_

**View Educational Articles**

- Board of Directors
- Books and Records
- Construction Defects
- Dispute Resolution
- Dues and Assessments
- Finances
- Governing Documents
- Insurance
- Managing Agent
- Member Meetings

**Pg 1 Pg 2 Pg 3 Pg 4 Pg 5 (click on the page that you want to view)**

**Step #5:** To increase the size of the image to make the form more legible, depress the "Control" tab on your keyboard and adjust the roller on your mouse. This will allow you to increase / decrease the size of the image on your computer screen to the desired level.

**Minutes of Meeting of BOD**

**MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF**

**I. Meeting Information:**  
A meeting of the Board of Directors of \_\_\_\_\_ (name of corporation) ("the Corporation") was held as follows:  
Type of meeting:  Regular  Special  
Date of meeting: \_\_\_\_\_  
Time of meeting: \_\_\_\_\_  
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**II. Persons Present at Meeting**  
A. The following directors were present:  
Director No. 1: \_\_\_\_\_  
Director No. 2: \_\_\_\_\_  
Director No. 3: \_\_\_\_\_  
Director No. 4: \_\_\_\_\_  
Director No. 5: \_\_\_\_\_  
B. The following directors were not present:  
Absent Director No. 1: \_\_\_\_\_  
Absent Director No. 2: \_\_\_\_\_  
Absent Director No. 3: \_\_\_\_\_

**View Educational Articles**

- Board of Directors
- Books and Records
- Construction Defects
- Dispute Resolution
- Dues and Assessments
- Finances

*Step #6: To download / purchase the desired form, click the "Add Item" tab.*

The screenshot shows a web browser window displaying the HOA Member Services website. The page title is "Online Store: Board of Directors". The main content area features a search bar and a product listing for "Minutes of Meeting of BOD". The product details include a price of \$0.00 and a quantity of 1. A red "Add Item" button is located at the bottom right of the product description. A blue arrow points from the text above to this button. The right sidebar contains a "Join Now" button and a list of links to HOA resources, including "Background Checks", "Management Search", "Service Providers", "HOA Forms", "Educational Guides", "HOA State Laws", and "HOA Software Solutions". Below these links is a section titled "View Educational Articles" with a list of topics such as "Board of Directors", "Books and Records", "Construction Defects", "Dispute Resolution", "Dues and Assessments", "Finances", "Governing Documents", "Insurance", "Managing Agent", "Member Meetings", "Member Meetings", "Ownership and Transfer of Interest", and "Use and Maintenance". At the bottom of the sidebar, there is a red text box that says "REGISTER FOR NOTICE OF NEW ARTICLES AND NEWSLETTERS (YOUR INFORMATION IS NOT SHARED)". The browser's address bar shows the URL "https://hoamember.site-ym.com/store/ViewProduct.aspx?Id=2083204". The Windows taskbar at the bottom shows the date and time as 7:31 AM on 8/29/2016.