SHIFRIN LEGAL
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Board Meeting Minutes

Illinois community associations

An editable record of attendance, motions, votes, and decisions.

How to use this resource

- Record actions, exact motions and outcomes rather than a transcript of debate. Label drafts and retain approved versions.
- Track attendance changes and confirm quorum before each vote. Record abstentions, recusals and individual votes when required or useful.
- Keep privileged advice, individual delinquencies and sensitive hearing evidence out of publicly circulated minutes. Preserve confidential records separately with counsel guidance.

Important use notes

Educational sample only. Customize for your association and have counsel review applicable law and governing documents. Use does not create an attorney client relationship with Shifrin Legal, Inc.

Legal reference

Illinois Condominium Property Act, 765 ILCS 605, especially Sections 9, 18, 18.8 and 19. Noncondominium communities should separately review 765 ILCS 160 and their governing documents. Apply the version effective on the date of use; future-effective amendments are not treated as current requirements in these samples.

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Board Meeting Minutes

[ASSOCIATION NAME]

[DRAFT / APPROVED] Board Meeting Minutes

Meeting held: [DATE / TIME / LOCATION / AUTHORIZED REMOTE METHOD]

Directors present: [NAMES] Absent: [NAMES]

Others present: [MANAGER / COUNSEL / GUESTS]

Call to order: [TIME], by [CHAIR]. Notice: [METHOD AND DATE].

Quorum: [NUMBER PRESENT] of [NUMBER REQUIRED]; confirmed by [NAME].

Prior minutes of [DATE]: approved [AS PRESENTED / AS CORRECTED].

Reports received: [IDENTIFY REPORTS WITHOUT REPRODUCING DEBATE].

Motion 1: [EXACT FINAL WORDING]. Moved by [NAME]; seconded by [NAME, IF REQUIRED]. Vote: [NAMES AND YES / NO / ABSTAIN / RECUSED]. Result: [ADOPTED / FAILED], applying [VOTE REQUIREMENT].

Motion 2: [REPEAT AS NEEDED].

Attendance changes: [NAME / TIME / EFFECT ON QUORUM].

Owner comments: [PERIOD HELD; OPTIONAL GENERAL TOPICS].

Closed discussion: [PERMITTED CATEGORY ONLY], [START / END TIMES].

Open session resumed: [TIME]. Resulting open-session action: [MOTION / VOTE / RESULT OR NONE].

Adjournment: [TIME]. Prepared by: [SECRETARY].

Approved on: [DATE]. Secretary signature: [SIGNATURE].