



COMMITTEE REPORT OUTS FOR BOARD MEETINGS

Association: _____

Committee: _____

Member Reporting: _____

Board Meeting Date: _____

Committee Report should be no more than 4 minutes in length.

The Board will keep times similar to homeowner comments to ensure time management of the meeting.

The committee shall complete and turn in to the community manager by the designated time.

Major Accomplishments

(Identify what the committee has successfully completed for tasks assigned)

Upcoming Objectives and Goals/Tasks

(Short term items in the 1-8 weeks)

Upcoming Homeowner Interaction

(Notification to the Board and homeowners of upcoming items they will see that will require their response)

Committee Recommendations

(Items the Committee would like the Board to consider and take action on. Any recommendation requiring a financial based decision will need to have a summary business case submitted to the Board at least one week in advance.)
