

Notice of Meeting

This **notice of meeting form sample** is designed to help homeowners associations efficiently inform members about upcoming meetings. It includes essential details such as date, time, location, and agenda to ensure clear communication. Utilizing this standard template promotes transparency and member participation.

Homeowners Association Name:

Enter association name

Date of Meeting:

Time of Meeting:

Location:

Enter venue address or virtual meeting link

Agenda:

List agenda items here

Contact Information for Questions:

Phone or email contact

Sample Agenda Items:

- Call to order
- Approval of previous meeting minutes
- Treasurer's report
- Committee updates
- Old business
- New business
- Open forum
- Adjournment

Please ensure this notice is distributed to all association members in accordance with your bylaws.