

# RESIDENT COUNCIL MINUTES

The \_\_\_\_\_ Hi-Rise Resident Council was called to order on  
(Date & time) \_\_\_\_\_  
By (first & last name, title) \_\_\_\_\_.

**MINUTES** of the previous meeting were read by \_\_\_\_\_.

Motion to accept the minutes made by: \_\_\_\_\_.

Motion to second the minutes made by: \_\_\_\_\_.

Minutes were "Accepted as Read" OR "corrected". (circle one)

## GUESTS:

First & last name: \_\_\_\_\_

Organization: \_\_\_\_\_

Topic discussed: \_\_\_\_\_

\_\_\_\_\_

First & last name: \_\_\_\_\_

Organization: \_\_\_\_\_

\_\_\_\_\_

## TREASURER'S REPORT:

Read by (first & last name): \_\_\_\_\_

Balance of council's checking account: \$ \_\_\_\_\_

Report will be filed for audit.

## PRESIDENTS COUNCIL REPORT:

*Minutes are posted on the Presidents Council webpage & the RC bulletin board.*

Given by (first & last name): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PHA MANAGEMENT REPORT:

Given by (first & last name): \_\_\_\_\_

Items discussed: \_\_\_\_\_

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## SAFETY & SECURITY REPORT:

Given by (first & last name): \_\_\_\_\_

Items discussed: \_\_\_\_\_

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## GARDEN/BEAUTIFICATION COMMITTEE REPORT:

Given by (first & last name): \_\_\_\_\_

Items discussed: \_\_\_\_\_

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## COMMITTEE REPORTS:

Given by (first & last name): \_\_\_\_\_

Items discussed: \_\_\_\_\_

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Given by (first & last name): \_\_\_\_\_

Items discussed: \_\_\_\_\_

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***MOTIONS are used by residents to make decisions.***

- ***Include the first & last name of the person making the motion.***
- ***Include the first name of the person seconding the motion.***
- ***The exact wording of the motion must be included; and whether the motion was approved, defeated, or tabled.***

**OLD BUSINESS:**

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

Made by (first & last name): \_\_\_\_\_

Seconded by (first name): \_\_\_\_\_

Discussion: \_\_\_\_\_

\_\_\_\_\_

Was motion approved, defeated, or tabled? \_\_\_\_\_

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

Made by (first & last name): \_\_\_\_\_

Seconded by (first name): \_\_\_\_\_

Discussion: \_\_\_\_\_

\_\_\_\_\_

Was motion approved, defeated, or tabled? \_\_\_\_\_

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

Made by (first & last name): \_\_\_\_\_

Seconded by (first name): \_\_\_\_\_

Discussion: \_\_\_\_\_

\_\_\_\_\_

Was motion approved, defeated, or tabled? \_\_\_\_\_

## NEW BUSINESS:

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

Made by (first & last name): \_\_\_\_\_

Seconded by (first name): \_\_\_\_\_

Discussion: \_\_\_\_\_

\_\_\_\_\_

Was motion approved, defeated, or tabled? \_\_\_\_\_

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

Made by (first & last name): \_\_\_\_\_

Seconded by (first name): \_\_\_\_\_

Discussion: \_\_\_\_\_

\_\_\_\_\_

Was motion approved, defeated, or tabled? \_\_\_\_\_

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

Made by (first & last name): \_\_\_\_\_

Seconded by (first name): \_\_\_\_\_

Discussion: \_\_\_\_\_

\_\_\_\_\_

Was motion approved, defeated, or tabled? \_\_\_\_\_

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

Made by (first & last name): \_\_\_\_\_

Seconded by (first name): \_\_\_\_\_

Discussion: \_\_\_\_\_

\_\_\_\_\_

Was motion approved, defeated, or tabled? \_\_\_\_\_

**ISSUES & CONCERNS:**

- 1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLOSING RITUAL:**

\_\_\_\_\_  
\_\_\_\_\_

**MEETING ADJOURNED:** (time) \_\_\_\_\_

**SUBMITTED BY:**

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_