

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*)

1st GUESTS:

First & last name: _____

Contact Information: _____

Topic discussed: _____

2nd GUESTS:

First & last name: _____

Contact Information: _____

Topic discussed: _____

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): _____

(If action should be taken by the Resident Council on any subject, record the result.)

SAFETY & SECURITY/OIR REPORT:

Given by (first & last name): _____

Items discussed: _____

PHA MANAGEMENT REPORT:

Given by (first & last name): _____

Items discussed: _____

COMMITTEE REPORTS:

Given by (first & last name): _____

Items discussed: _____

Given by (first & last name): _____

Items discussed: _____

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:

Discussion: _____

MOTION:

Made by (first & last name): _____

Seconded by (first name): _____

Was motion approved, defeated, or tabled? (*circle one*)

Attach additional paper if there is more than (1) Old Business item.

NEW BUSINESS:

Discussion: _____

MOTION:

Made by (first & last name): _____

Seconded by (first name): _____

Was motion approved, defeated, or tabled? (*circle one*)

SECOND NEW BUSINESS:

Discussion: _____

MOTION:

Made by (first & last name): _____

Seconded by (first name): _____

Was motion approved, defeated, or tabled? (*circle one*)

THIRD NEW BUSINESS:

Discussion: _____

MOTION:

Made by (first & last name): _____

Seconded by (first name): _____

Was motion approved, defeated, or tabled? (*circle one*)

FOURTH NEW BUSINESS:

Discussion: _____

MOTION:

Made by (first & last name): _____

Seconded by (first name): _____

Was motion approved, defeated, or tabled? (*circle one*)

FIFTH NEW BUSINESS:

Discussion: _____

MOTION:

Made by (first & last name): _____

Seconded by (first name): _____

Was motion approved, defeated, or tabled? (*circle one*)

Attach additional paper if there is more than (5) New Business items.

ISSUES & CONCERNS:

CLOSING RITUAL/ DRAWING:

MEETING ADJOURNED: *(Time)* _____

SUBMITTED BY:

Print name: _____

Signature: _____

Date: _____

Note: *Report must be submitted no later than a week after the date of the Resident Council Meeting.*