

Minutes of the owners' association (SVJ) assembly

Meeting	
Date and time	
Place / link	
Minutes taken by	
Owners' association	[]
Convened by, and how	[]
Opened by	[]
Chair	[] · Verifier(s): []
Owners present holding	[] % of all votes · Quorate: yes / no

Summary

Participants

- [Name] — [role]
- [Name] — [role]
- [Name] — [role]

Agenda

1. _____
2. _____
3. _____

Opening and quorum

Votes

Item	Proposed resolution	For	Against	Abstained	Result

Building and repairs

- _____
- _____

Owners' questions

Question: _____

Answer: _____

Asked by: _____

Decisions

- _____
- _____

Action items

Owner	Task	Due

Next meeting

Minutes drawn up on: _____

Clerk: _____

Chair: _____

Verifier(s): _____

Template from www.minutesmaster.ai — or let MinutesMaster write these minutes from your recording.