**NEIGHBORS ROAD ASSOCIATION**

**ANNUAL MEETING**

**of September \_\_, 20\_\_\_**

**MINUTES TEMPLATE**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Annual Meeting at the home of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, Maine, of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Road Association was called pursuant to 23 M. R. S. §3101, *et seq*. by a Notification of Members including an Agenda with items to be voted upon including a Proposed Budget. A copy of the agenda is attached.

After a welcome and introduction, Item #1, the meeting was called to order at approximately \_\_\_\_\_ AM by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President/Road Commissioner and Moderator.

The Vice-President, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, reported, Item #2, the following Members, and family members present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 vote each); and the following Members voting and absent, Item #3: No Proxy votes submitted; Absentee Ballots: (1 vote each). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Moderator asked for Item #4, the Secretary’s Report. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Secretary, read the minutes of the Annual meeting, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_ and asked for additions and deletions. hearing none, the Moderator asked for a motion to accept. \_\_\_\_\_\_\_\_\_\_\_ moved and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ seconded and the minutes of the Annual Meeting were approved by a majority. The Moderator called for a motion to accept the Secretary’s Report for the Annual Meeting. Motion by \_\_\_\_\_\_\_\_\_\_\_\_, Seconded by \_\_\_\_\_\_\_\_\_\_\_\_. Item #4, the Secretary’s Report, passed by a majority.

The Moderator presented item #5, the Treasurer’s Report, and asked for discussion. Hearing none, the moderator asked for a vote. A motion was made by \_\_\_\_\_\_\_ and seconded by \_\_\_\_\_ to accept the Treasurer’s Report. Passed by majority.

The Moderator introduced Item #6, the Proposed Budget. The moderator asked for questions and comments on the proposed budget. Hearing none, the moderator asked for a motion to vote on the proposed budget. A motion was made by \_\_\_\_\_\_\_\_ and seconded by \_\_\_\_\_\_\_\_\_ to accept item #6. Motion approved by a majority vote for a Total Sum of $\_\_\_\_\_\_\_\_\_ resulting in a Maintenance Fee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) for ONE FULL SHARE for 20\_\_\_-20\_\_\_.

The Moderator presented Item #7, the Election of Officers, and called for discussion of the Slate proposed by the Board. Motion by \_\_\_\_\_\_\_\_\_, seconded by \_\_\_\_\_\_\_\_\_ to accept the proposed Slate of Officers. Officers elected to a one year term in office were: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President/Road Commissioner; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Vice-President; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Secretary; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Treasurer; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director-at-Large. Motion passed by a majority vote.

The moderator presented Item #8, Advanced Collection: Civil Action. The Moderator presented an accounting of the current delinquent fees and charges for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As Moderator, he then asked for a motion to continue Advanced Collection procedures, including filing Notices of Claim against the property of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for 20\_\_-20\_\_. The motion was made by \_\_\_\_\_\_\_ and seconded by \_\_\_\_\_\_\_\_\_\_. The motion passed unanimously by those members present.

The moderator called on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Vice-President, to join him in reporting on Item #9, Status of Road Maintenance. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ presented a brief written report entitled “Road inspection and Maintenance.” They reviewed both the road and shore right-of-way. Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Moderator asked for Item #10, Old Business. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

He then moved on to Item #11, New Business, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The moderator asked for Item #12, membership approval of a date for next year’s Annual Meeting.

The membership agreed that the date for the 2019 Annual Meeting will be September \_\_\_, 2020.

Seeing no further business, the Moderator called for Item #13, a motion to Adjourn. Motion by \_\_\_\_\_\_\_\_\_\_\_\_\_, seconded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Annual Meeting was adjourned at \_\_\_\_\_AM and lasted \_\_\_\_ minutes.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Secretary Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_