

_____ 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: _____