

Carleton Condominium Corporation No. 486  
POLICY STATEMENT #11 – MEETING MINUTES

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**General** - Minutes of Meetings are required to document decisions, agreements, actions to be taken, information transmitted etc with the purpose of:

- a) minimizing misunderstandings; and
- b) distributing the information to all concerned

See also NOTE 1 below

**EXPECTATIONS:**

The Property Manager, Board Secretary or other attendee as agreed, shall take notes and prepare minutes of meetings attended for the purpose(s) outlined above and distribute a copy to all attendees and other interested persons.

Minutes of Board of Directors meetings shall be prepared by the Secretary of the Board. One copy shall be circulated to all Board members for comment prior to finalization. A final copy is passed to the Property Manager for distribution. The target is to complete a final copy within two weeks of the Board meeting.

Minutes of meetings arranged by the Project Manager to review a Tender submission by a Contractor or the purposes of clarifying requirements, resolving exceptions taken, or other, must be handled as follows:

- a) Minutes to be prepared by the Project Manager;
- b) A copy to be sent to the Contractor by the Property Manager for review by the contractor;
- c) The agreed (or revised and agreed) Minutes of this Tender Review Meeting, become part of the Contract Document, and listed in the Form of Agreement. (Refer to Policy Statement #6).

A typical format for Meeting minutes is attached.

**NOTE 1:**

A File Memo may be used for this purpose to document a, for instance, telephone conversation.