

# NO MEETING NOTICE

\_\_\_\_\_  
Association Name

Date of Scheduled Meeting: \_\_\_\_\_, \_\_\_\_\_  
Month Day Year

There was no meeting held for the above referenced association on the above referenced date.

☐ Meeting Cancelled

☐ Lack of Quorum

☐ Other \_\_\_\_\_

Signed: \_\_\_\_\_  
Community Association Manager

**Instructions:** If an association does not have a scheduled meeting, due to lack of quorum or other reason, this notice should be completed for the Division Administrator to log in place of the minutes. These will be logged as 00 (no meeting held) and then filed in the Portal for historical reference.