Board Docket

Board Docket — Directors Manual

This book is for **seated directors**. It is how you review board business, reply on the record, and signal readiness. It is **not** a vote.

If you are also the **Board Administrator** (the person who runs the association's account), use this book for director work and the Management Manual for Queue tools, seats, members, billing, and backup. The board chooses officer titles such as President; that is not the same as Board Administrator.

> Screenshots in this book are from a sample association. Your live account shows your association's name and items.

Related: Management Manual · Members Manual · Counsel Manual

---

1. What this is

Board Docket is Florida HOA board correspondence software. It keeps one association-owned record per matter so directors may communicate electronically, prepare a consent agenda, and record Adopted or Not adopted only after a noticed meeting. It is not an electronic vote, not legal advice, and not HOA management software.

Each matter is a **docket item** (sometimes called an Action): a title, a description, files, and one conversation.

You:

- Open items sent to the board
- Reply as **Director**
- Click **I've Reviewed This** when asked
- Click **Ready for Consent Agenda** or **Request Board Discussion** when asked
- From **Mail**, **Suggest for consideration** so the thread enters board consideration. It then leaves Mail.
- Mark **In favor** on a suggested item (not a vote; silence is not in favor)
- **Delete draft** on an unpublished item you can open (it is not yet the board record)

You do **not**:

- Cast a board vote in the app
- See how other directors signaled Ready before agenda lock
- Create a live item for the whole board (you **suggest**; management **Advances**)
- Use **Forward into Docket** (`actions+…`) — that folder is staff-only
- Hide a message on a DocketItem from management (use **Mailbox** for participant-private threads)
- Delete an item after it is live (management or the Board Administrator use **Cancel** so the record stays)

The **association** owns the record. If the management company changes, history stays.

The header is white. A **sage** line on the bottom of the bar means you are signed in as board. Under the bar: **name · title · Signed in {date time}**, frozen at login until Sign out. Title is your seat label when you have one.

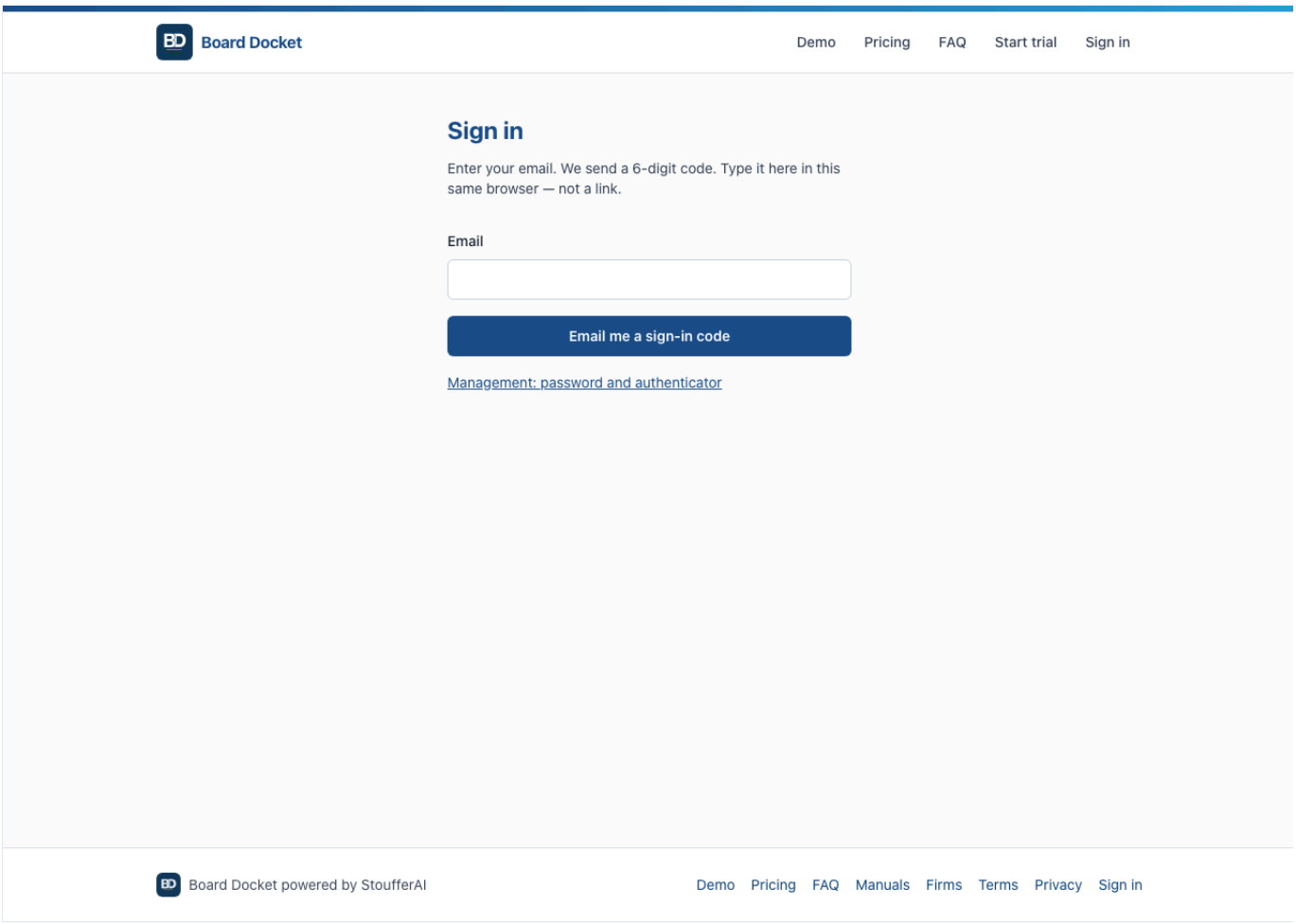
Ask in the header answers product questions from these manuals and the FAQ. It cannot see your association's items. It is not legal advice and not a vote. **Search** finds items you can already open.

---

2. Sign in

1. Open your Board Docket address (your association may use `https://your-slug.boarddocket.com`).
2. Enter the email on your director seat — the inbox you already read.
3. Type the **6-digit code** on that same page, in the **same browser**. Codes expire and work once. There is no clickable login link. If a code expires, request another — there is no request cap.
4. If you sit on more than one association, pick the correct one.

The code is sent to that email. You do not create a mailbox or an alias for Board Docket.



On a phone: Bookmark sign-in. Request the code from the phone you will use. A forwarded code will not work in a different browser. After sign-in the bottom bar is **Mail**, **Queue**, **Docket**, and **Meetings**. The lit tab is where you are. Tap it to return to that list. Back steps out of a thread, item, or meeting. The top-right menu is Search, New, Records, Texts, Manual, and Sign out. It is not how you move among those four.

Optional: **More → Texts** to get a text when an item is sent to the board or a director asks a question. Texts are notices, not a vote, and never used to log in.

---

3. Queue (home)

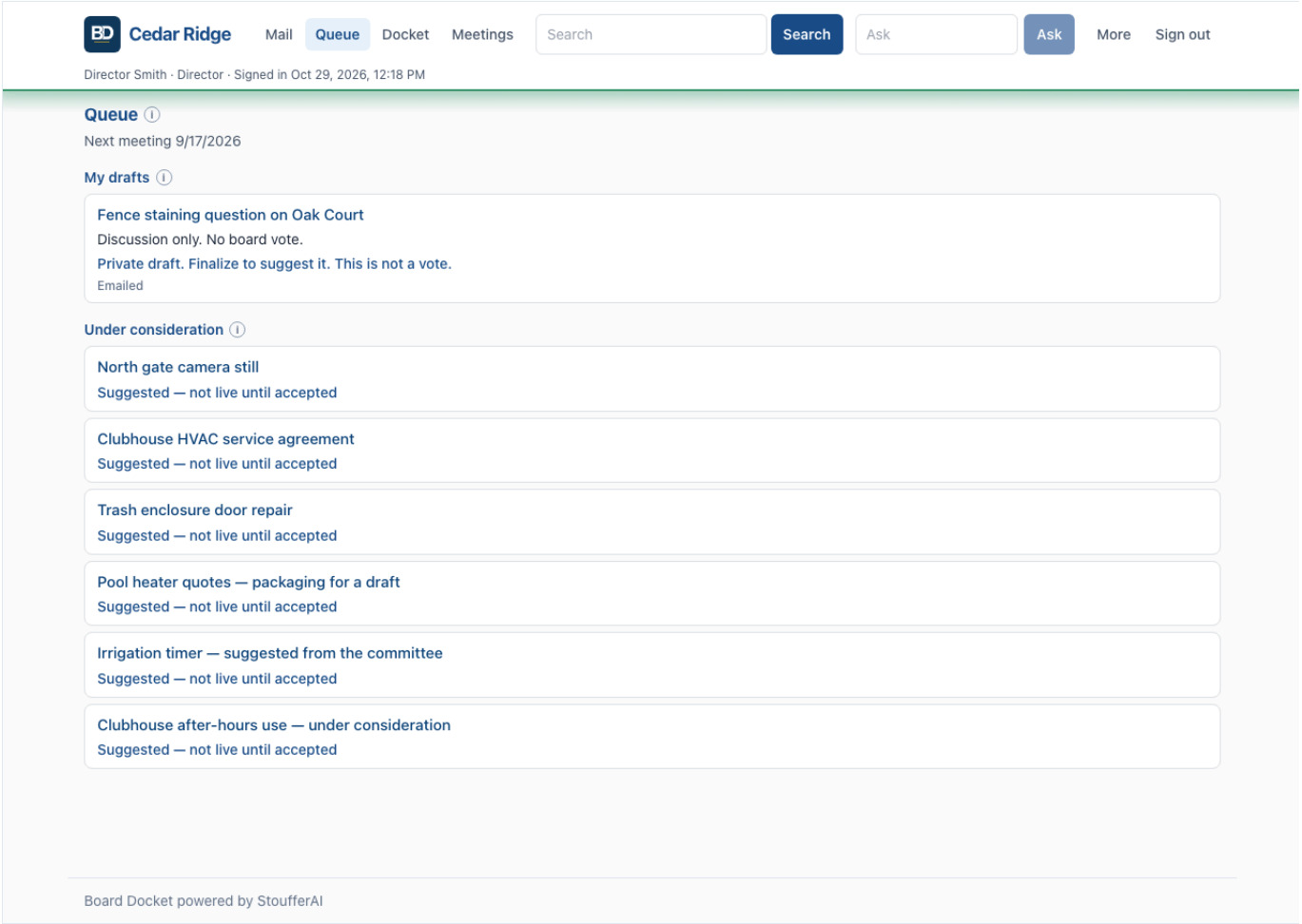
Home is **Queue**. It holds only what is still under consideration, plus your private drafts. A mail thread leaves **Mail** when it is placed here. Opening a Queue item stays on Queue — you do not jump to the Docket yet. The email messages and attachments from that Mail thread come with the item so you can see how the matter progressed. Later comments stay on that item. They do not continue as a second thread in Mail.

Section	Meaning
My drafts	Unpublished drafts only you can see. They are not on the Queue until you suggest them from Mail.
Under consideration	Comment and mark **In favor**. There is no Cc. You see only your own comments and management's replies. You do not see other directors' comments. Management and the Board Administrator see every director's comments. Not live until management **Advances**. Not a vote.

Live items, meeting items, and closed items are on **Docket**, not here. When management advances an item, that same item moves to the Docket and leaves the Queue. Every comment made on the Queue is then visible to every director who can open the item, and to management and the Board Administrator. There is still no Cc.

On **Docket**, and on the public demo Queue, each row shows **Start Date** and **Last Update** before the due date. Start Date is when the item was created. Last Update is the last time that item changed. Dates are month and day. On a phone those two columns stay hidden so the title still fits.

There is no "awaiting others" list. You do not see other directors' Ready signals before the agenda is locked.



Use the **Search** box in the header to find an item by title or description.

Sign-in opens **Queue**. **Mail** is highlighted while you are in Mail. **Queue** lists drafts and items under consideration. **Docket** is the live and closed list. **Meetings** is the meeting list; use **Calendar** for the monthly view. There is no **New** tab. On the phone, Docket uses a document mark so it is not a second inbox.

---

4. Open an item

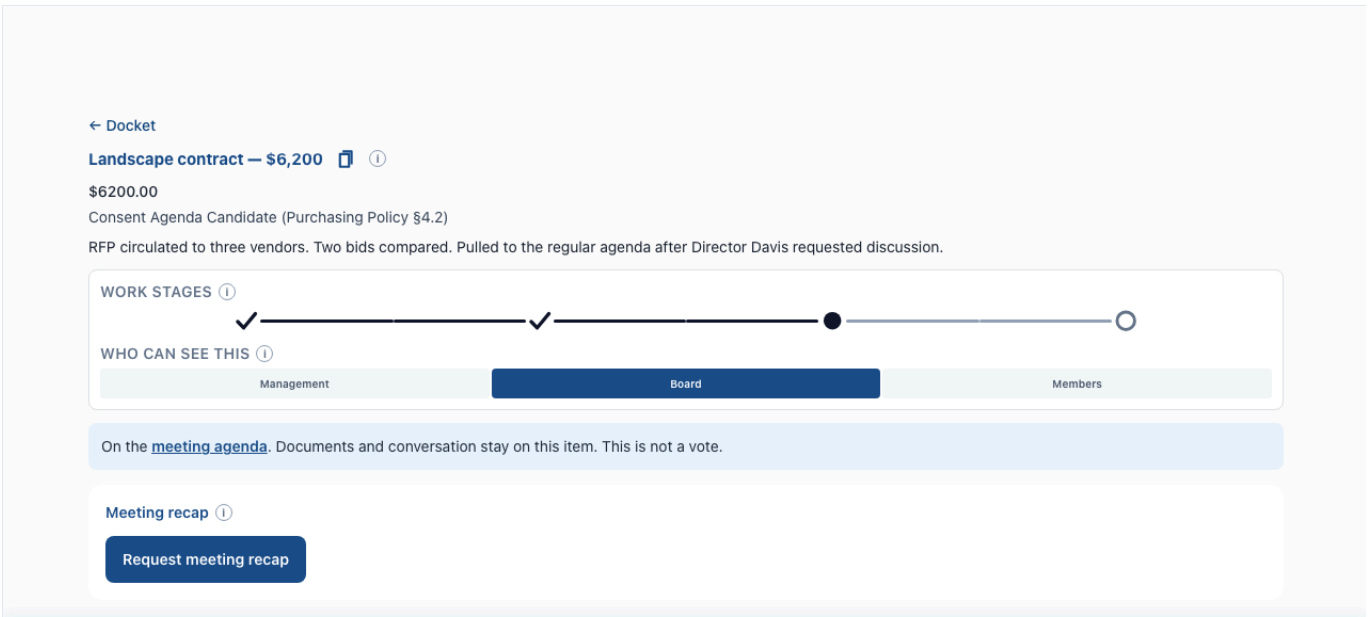
Tap a card. You will see:

- Title, amount, and classification (with the policy or rule source)
- Description
- **Work stages** — left to right: a check is finished, a filled circle is current, an outline is still ahead (Prepare, Board review, Meeting, Closed). Names are in Symbol key.
- **Who can see this** — Management / Board / Members bar (read-only for directors). Staff can change it.

- **Conversation** — one thread, and it lives in one place. Mail turns and attachments appear here when the thread was suggested or combined. On the Queue there is no Cc. You see only your comments and management's replies. Other directors do not see those comments. After **Advance**, every comment made on the Queue is visible to every director who can open the item, and to management and the Board Administrator. Comments posted on the Docket are visible to that same group. There is still no Cc. Each director turn shows a colored identity mark and a timestamp.
- **Activity** (collapsed under the thread) — status beats such as "placed on a meeting." Not replies. Expand only if you need the log.
- Files — **Open** (read) and **Download** on the reply or at related documents

There is no **Approve** or **Reject**. Talking here is correspondence, like email. **Once posted, a message cannot be edited or withdrawn.** Decisions that need board approval happen at a **noticed board meeting**. After that meeting, the record may say **Adopted** or **Not adopted**.

404 This page could not be found.



DJ DIRECTOR JONES · AUG 23, 5:00 PM
Confirm all three walk the same beds including the Oak Court slope.

PAT MANAGER · AUG 25, 5:00 PM
Walk completed. All three walked Oak Court. Harbor may no-bid. Waiting on numbers.

PAT MANAGER · AUG 31, 5:00 PM
Two bids are in. Harbor declined. Greenfield is $6,200 for the year. Oak & Pine came in at $7,150 with a wider mulch spec. Both bids are attached.
Greenfield-bid.pdf · Open · Download
Oak-and-Pine-bid.pdf · Open · Download

DD DIRECTOR DAVIS · SEP 1, 5:00 PM
I need the full bid package before consent. Why is Oak & Pine higher, and did both walk the same beds? Please pull this to discussion.

PAT MANAGER · SEP 2, 5:00 PM
Side-by-side is attached. Same walk date. Oak & Pine includes pine straw that Greenfield priced as an extra.
Bid-comparison.pdf · Open · Download

PAT MANAGER · SEP 4, 5:00 PM
I placed this on the regular agenda of the April noticed meeting. The packet is the RFP, both bids, and the comparison.

DS DIRECTOR SMITH · SEP 4, 9:00 PM
Thank you. Regular agenda is the right place. I can support Greenfield if the mulch extra is written as a not-to-exceed.

DB DIRECTOR BROWN · SEP 5, 5:00 PM
I will come prepared for the meeting. No further questions from me.

DS DIRECTOR SMITH · SEP 18, 12:41 PM
Filed from official mail to director.cedarridge@inbound.boarddocket.com.
From: office@oakandpine.example
Subject: Oak & Pine bid follow-up — Oak Court beds

We walked the same beds as Greenfield, including Oak Court slope. The $7,150 figure is a wider mulch spec, not a different walk. Happy to answer questions on the landscape item.

PAT MANAGER · SEP 18, 4:37 PM
The current landscape contract ends May 31. I am drafting an RFP for annual maintenance: mow, beds, mulch, and an irrigation check. Comment on scope before I send it out. This is not a vote.

AP ALEX PRESIDENT · SEP 19, 4:37 PM
Include pine straw versus mulch as an alternate so bids are comparable. Send to at least three vendors.

PAT MANAGER · SEP 20, 4:37 PM
RFP is attached and sent to Greenfield, Oak & Pine, and Harbor Lawn. Walk March 12. Bids due March 19. This is not a vote.

0 Landscape-RFP.pdf · Open · Download

DD DIRECTOR DAVIS · SEP 21, 4:37 PM

Who else was invited? Last year we only got one bid.

DD DIRECTOR DAVIS · OCT 2, 4:37 PM

Asked for board discussion

Need the full bid package

DS DIRECTOR SMITH · OCT 4, 4:37 AM

Ready for the consent agenda

Fine for consent if the mulch extra is written as a not-to-exceed.

DJ DIRECTOR JONES · OCT 4, 4:37 PM

Ready for the consent agenda

Ready once this is on a noticed meeting.

Activity (3) Expand

Status beats for this item. Not conversation.

Reply as management

Font Arial Size Normal B I U Highlight Clear

Reply to the board

Attach documents

Choose Files No file chosen

Update meeting placement

Currently on the meeting agenda.

Meeting

Garage Door Replacement · 9/17/2026, 9:00:00 AM · consent closed

Agenda section

Regular agenda

Closed-session basis

Personnel

☐ Management attends this closed session (typically off for personnel, on for meeting with association attorney)

List counsel on this closed session

☐ Ann Attorney

☐ Morgan Counsel

Update meeting

2 of 5 eligible directors ready. Silence is not counted as ready.

Record recusal

Related documents

☐ 0 Landscape-RFP.pdf · Open · Download

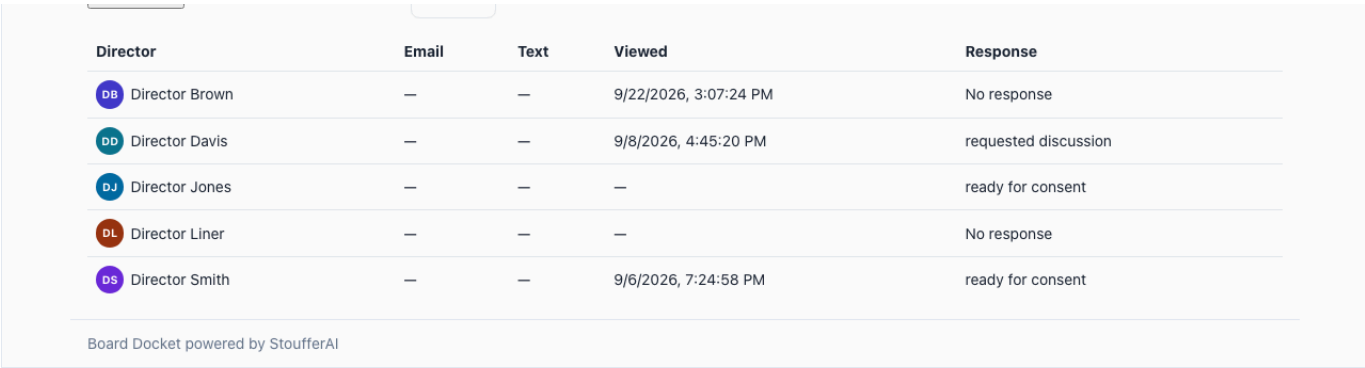
☐ 0 Greenfield-bid.pdf · Open · Download

☐ 0 Oak-and-Pine-bid.pdf · Open · Download

☐ 0 Bid-comparison.pdf · Open · Download

Save member materials

Choose File No file chosen Upload



Director	Email	Text	Viewed	Response
DB Director Brown	—	—	9/22/2026, 3:07:24 PM	No response
DD Director Davis	—	—	9/8/2026, 4:45:20 PM	requested discussion
DJ Director Jones	—	—	—	ready for consent
DL Director Liner	—	—	—	No response
DS Director Smith	—	—	9/6/2026, 7:24:58 PM	ready for consent

Board Docket powered by StoufferAI

5. What you can do

When the item is waiting on directors, look for **What you can do**.

I've Reviewed This

On acknowledgment or information items. Confirms you have seen it. Not a vote.

If staff add material after you have finished — a filed mailbox thread, a new document, or a management post — that review no longer covers the item. You return to **Needs your attention**. The item says new material was added. Read it or comment. A request for discussion or more information stays in effect. This is not a vote.

Ready for Consent Agenda

On a consent-agenda candidate. Means you are prepared for this item to sit on the **consent agenda** at the next noticed meeting. That is **not a vote**. The vote is the meeting motion (often one batch motion if the item stays on consent). **If you do nothing, you are not counted as ready.** Silence is never Ready. If staff add material after you signal Ready, you return to open and signal Ready again on the new content. If Ready no longer meets the threshold, the item leaves the consent agenda.

Request Board Discussion

Pulls the item off the consent track onto the **regular agenda**. You must give a reason. Not a vote.

← Docket

Landscape contract — $6,200

$6200.00

Consent Agenda Candidate (Purchasing Policy §4.2)

RFP circulated to three vendors. Two bids compared. Pulled to the regular agenda after Director Davis requested discussion.

WORK STAGES



WHO CAN SEE THIS

Management | **Board** | Members

On the meeting agenda. Documents and conversation stay on this item. This is not a vote.

Conversation

PAT MANAGER · AUG 22, 5:00 AM
Three invited. Harbor said they will walk. I will post bids here when they land. Still discussion only.

DJ DIRECTOR JONES · AUG 23, 5:00 PM
Confirm all three walk the same beds including the Oak Court slope.

PAT MANAGER · AUG 25, 5:00 PM
Walk completed. All three walked Oak Court. Harbor may no-bid. Waiting on numbers.

PAT MANAGER · AUG 31, 5:00 PM
Two bids are in. Harbor declined. Greenfield is $6,200 for the year. Oak & Pine came in at $7,150 with a wider mulch spec. Both bids are attached.
Greenfield-bid.pdf · Open · Download
Oak-and-Pine-bid.pdf · Open · Download

DD DIRECTOR DAVIS · SEP 1, 5:00 PM
I need the full bid package before consent. Why is Oak & Pine higher, and did both walk the same beds? Please pull this to discussion.

PAT MANAGER · SEP 2, 5:00 PM
Side-by-side is attached. Same walk date. Oak & Pine includes pine straw that Greenfield priced as an extra.
Bid-comparison.pdf · Open · Download

PAT MANAGER · SEP 4, 5:00 PM
I placed this on the regular agenda of the April noticed meeting. The packet is the RFP, both bids, and the comparison.

DS DIRECTOR SMITH · SEP 4, 9:00 PM
Thank you. Regular agenda is the right place. I can support Greenfield if the mulch extra is written as a not-to-exceed.

DB DIRECTOR BROWN · SEP 5, 5:00 PM
I will come prepared for the meeting. No further questions from me.

DS DIRECTOR SMITH · SEP 18, 12:41 PM
Filed from official mail to director.cedarridge@inbound.boarddocket.com.
From: office@oakandpine.example
Subject: Oak & Pine bid follow-up — Oak Court beds

We walked the same beds as Greenfield, including Oak Court slope. The $7,150 figure is a wider mulch spec, not a different walk. Happy to answer questions on the landscape item.

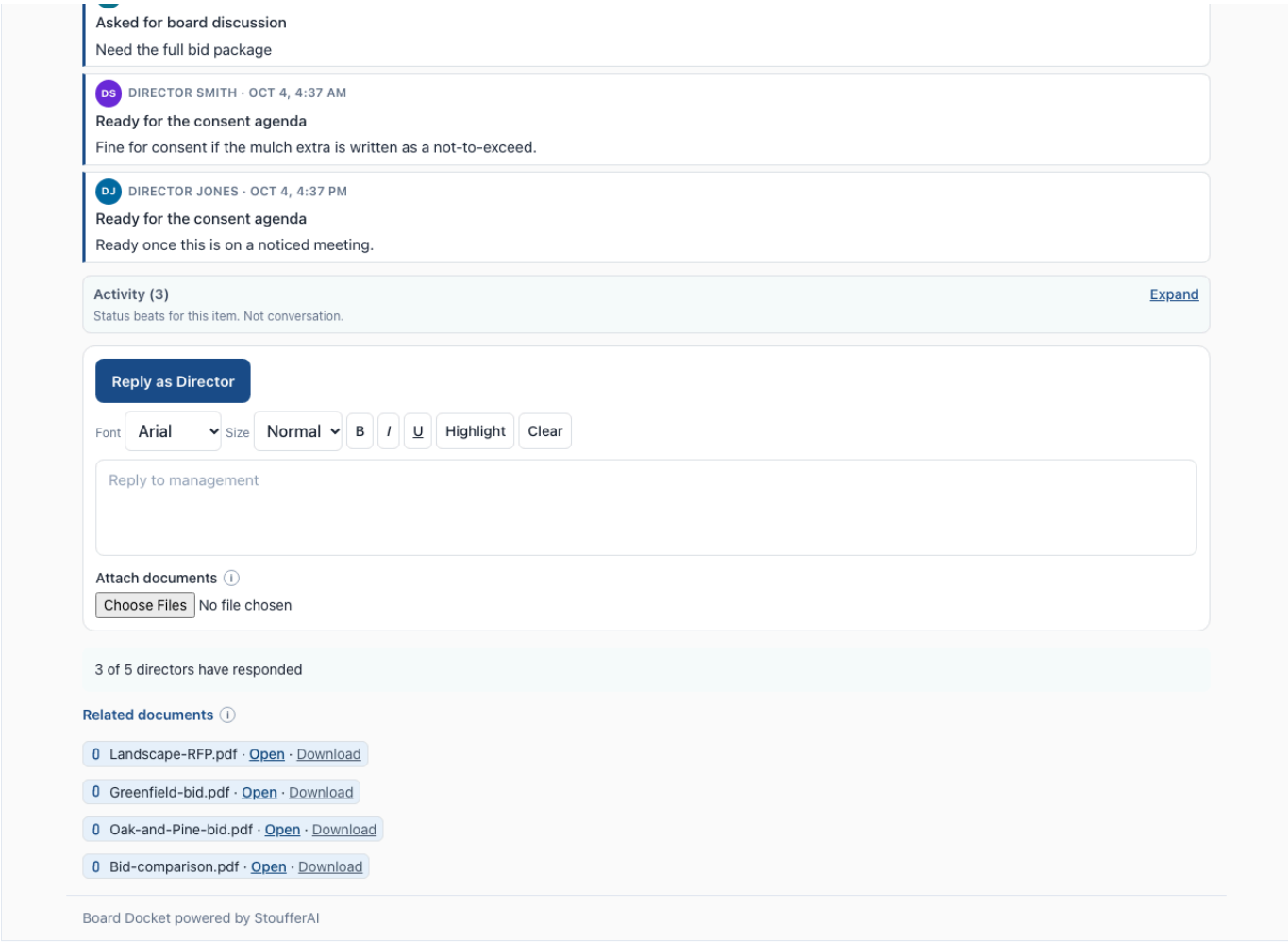
PAT MANAGER · SEP 18, 4:37 PM
The current landscape contract ends May 31. I am drafting an RFP for annual maintenance: mow, beds, mulch, and an irrigation check. Comment on scope before I send it out. This is not a vote.

AP ALEX PRESIDENT · SEP 19, 4:37 PM
Include pine straw versus mulch as an alternate so bids are comparable. Send to at least three vendors.

PAT MANAGER · SEP 20, 4:37 PM
RFP is attached and sent to Greenfield, Oak & Pine, and Harbor Lawn. Walk March 12. Bids due March 19. This is not a vote.
Landscape-RFP.pdf · Open · Download

DD DIRECTOR DAVIS · SEP 21, 4:37 PM
Who else was invited? Last year we only got one bid.

DD DIRECTOR DAVIS · OCT 2, 4:37 PM



Request More Information

Pauses the clock until management replies.

Reply as Director

Type in the composer and send. The post is addressed to management. The whole board who can open the item can read it. You may attach files on a reply; **Open** and **Download** stay on that turn. **Once posted, you cannot edit or withdraw.** Send a follow-up.

Do not hunt only at the bottom of the page for files that were attached in the thread.

Delete draft

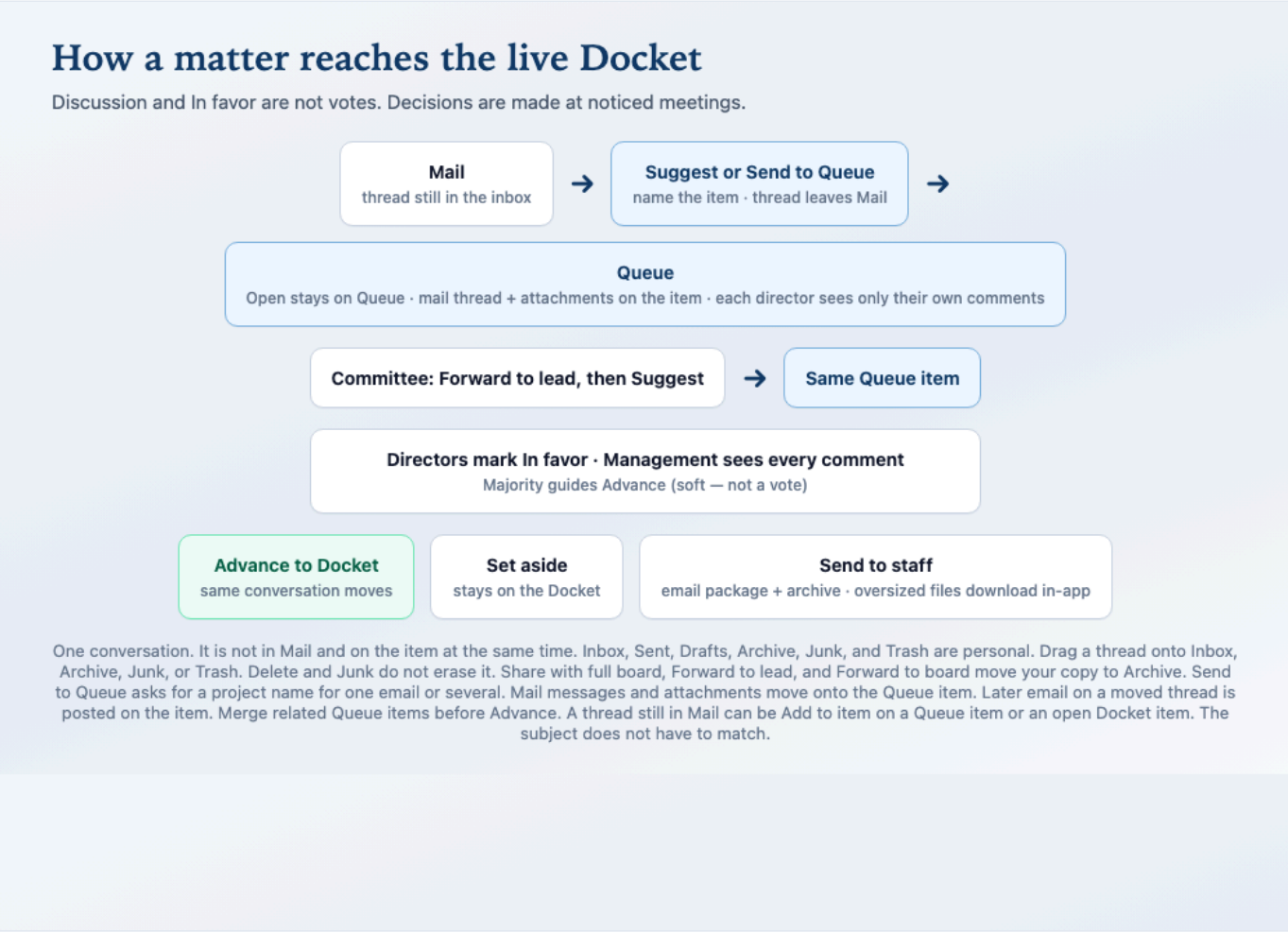
Open an unpublished **draft** on **Docket** (board-visible drafts only; management-only drafts stay hidden). Click **Delete draft**. That removes the item. It is not yet on the board record.

After **Submit**, Delete draft is gone. You cannot cancel a submitted item — ask management or the Board Administrator to **Cancel** it so the trail stays.

6. Suggest an item (consideration)

Flow

Committee rooms feed the same consideration path as a director Suggest. Management decides after comment and In favor.



In the app

1. Open **Mail** and the thread.
2. Click **Suggest for consideration**.

The thread leaves Mail. It is now the Queue item — open it from Queue, not Docket. The prior email messages and attachments stay on that item. Mark **In favor** when you support advancing it. On the Queue there is no Cc. You see only your own comments and management's replies. You do not see other directors' comments. It is not live until management or the Board Administrator **Advances to Docket**. Advance moves that same item to the Docket. Every comment made on the Queue is then visible to every director who can open the item, and to management and the Board Administrator. There is still no Cc. Commenting is not Advance. In favor is not a vote.

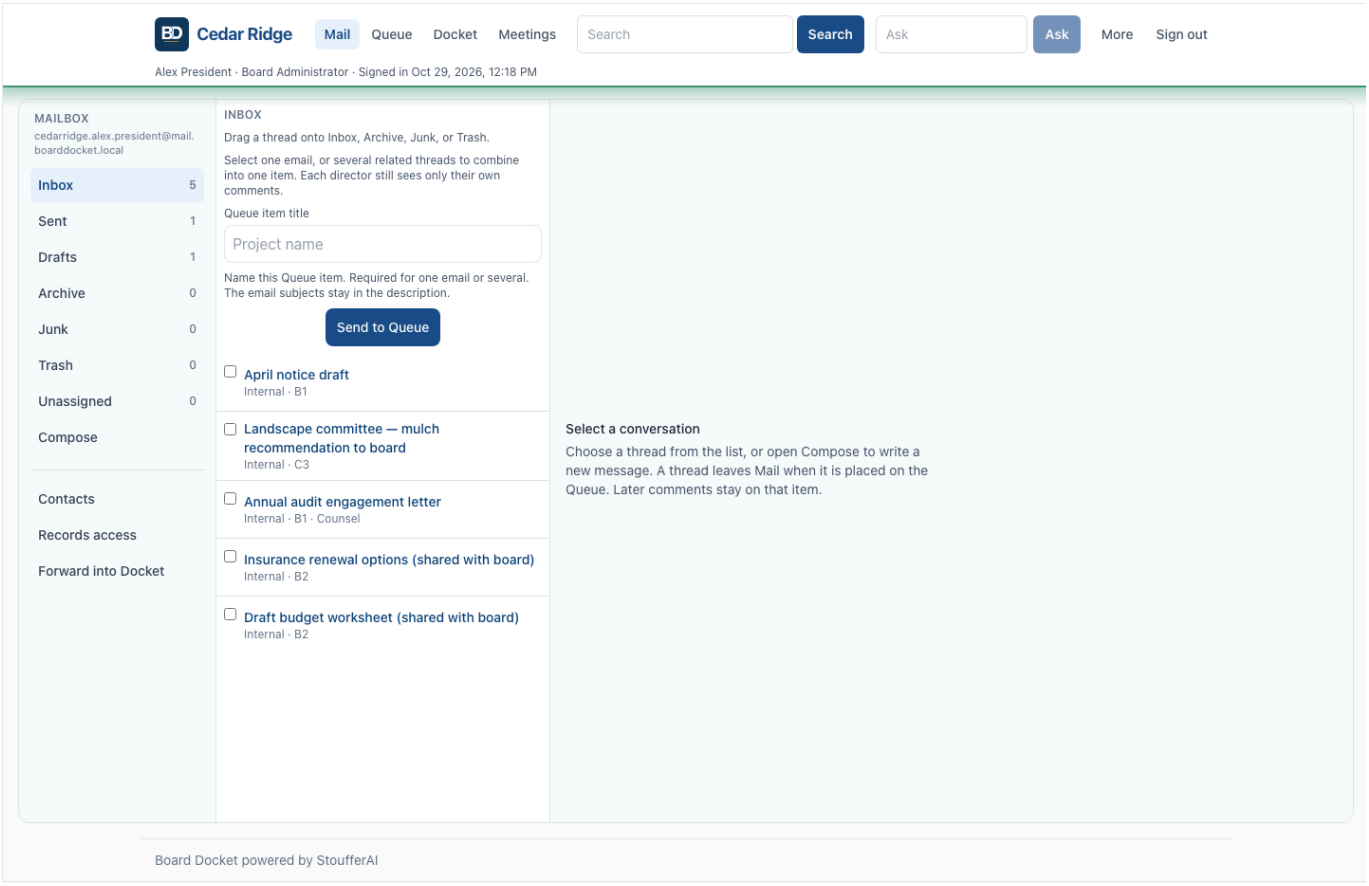
Mailbox (participant email)

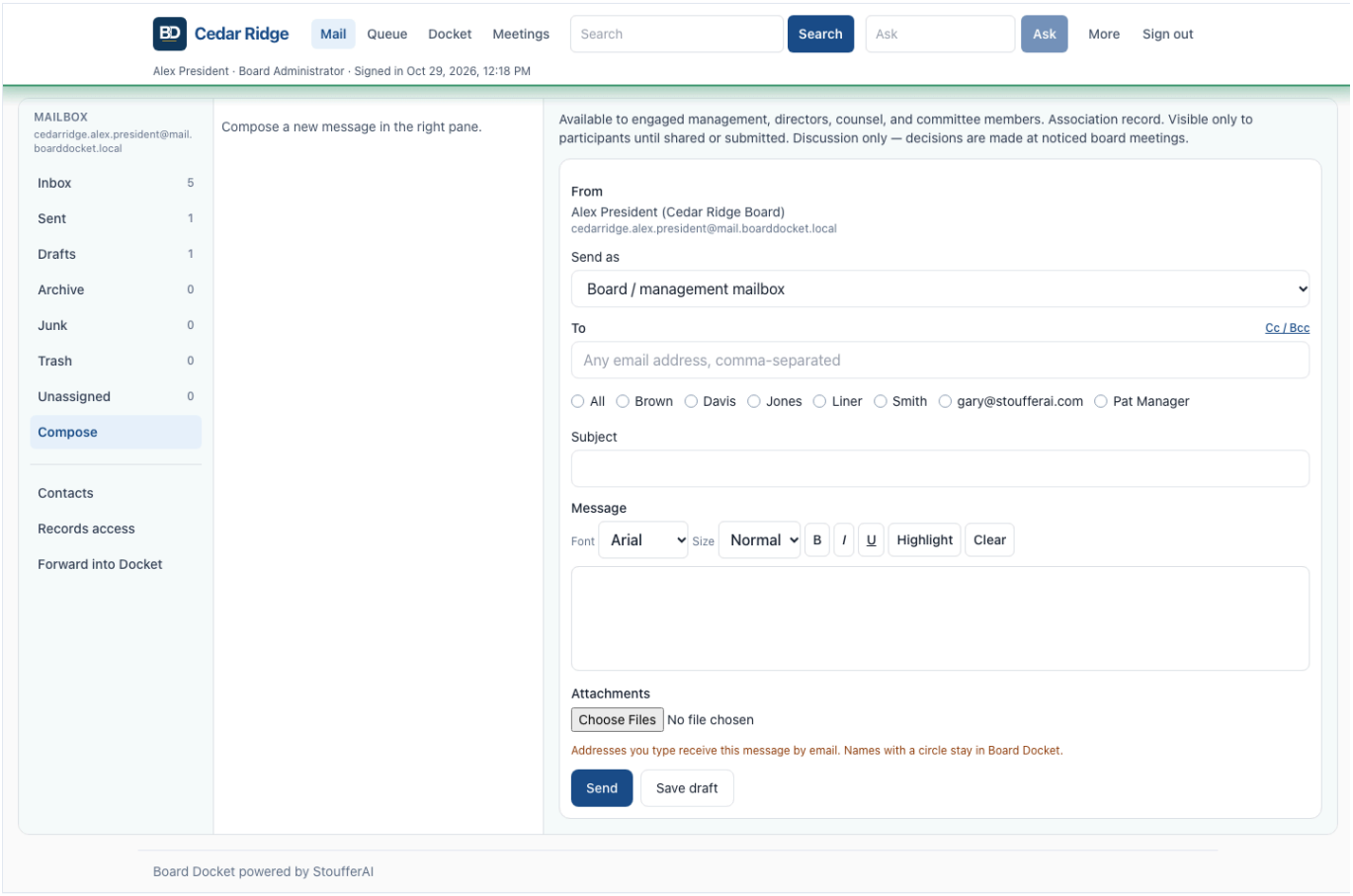
Open **Mail**. Engaged management, directors, counsel, and committee members share this screen. On desktop it is a three-pane email client (folders · thread list · reading/compose) on `mail.boarddocket.com`. Folders are **Inbox**, **Sent**, **Drafts**, **Archive**, **Junk**, and **Trash**. Drag a thread onto Inbox, Archive, Junk, or Trash. **Delete** moves it to Trash and **Junk** moves it to Junk. **Restore to Inbox** brings it back. That choice is yours alone. Nothing already received is erased. **Share with full board** moves your copy to Archive. The people you added still see it in Inbox. Mail holds only threads that are not yet on an item. **Suggest for consideration** moves that thread to the Queue and removes it from Mail. A later email on that thread is posted on the item, not as a second Mail conversation. Sent and received messages are **association records**. Visibility is limited to participants until you **Share with full board** or **Suggest for consideration**. Discussion only — not a vote. External threads email every message to outside parties; use **Discuss privately** for a linked internal thread.

Opening a conversation uses the **same form as Compose**: From, To, Cc/Bcc, formatting, and attachments. To, Cc, and Bcc decide who sees that thread and who can reply. Anyone not addressed does not. To, Cc, and Bcc each include a box for any email address, comma-separated. Addresses you type receive the message by email. On To, **All**, each director, and the manager are names with a circle. **All** selects everyone on that line. Names with a circle stay in Board Docket. Counsel, the board administrator, and contacts are not listed. The subject stays the one already on the thread. **Send reply** posts on that conversation. **Save draft** and **Send as** are for a new message. Adding an outside address on a reply makes that thread external, and later messages on it go to those addresses. **Discuss privately** still starts a separate internal thread.

Committee threads: members **Forward to lead**; the lead may **Suggest for consideration** (or Forward to board, then a seated director may Suggest). That opens one Queue item and the mail thread leaves Mail. It is not a staff-only draft. Content-free notices go to your personal email; reply on the item in Board Docket. Confirm records and FS 720.303(2) with association counsel.

Directors do **not** use **Forward into Docket** (`actions+…`). That folder is for engaged management and the Board Administrator only.


Cedar Ridge
Mail
Queue
Docket
Meetings
Search
Search
Ask
Ask
More
Sign out
Alex President · Board Administrator · Signed in Oct 29, 2026, 12:18 PM
MAILBOX
cedarridge.alex.president@mail.boarddocket.local
Inbox 5
Sent 1
Drafts 1
Archive 0
Junk 0
Trash 0
Unassigned 0
Compose
Contacts
Records access
Forward into Docket
INBOX
Drag a thread onto Inbox, Archive, Junk, or Trash.
Select one email, or several related threads to combine into one item. Each director still sees only their own comments.
Queue item title
Project name
Name this Queue item. Required for one email or several. The email subjects stay in the description.
Send to Queue
April notice draft
Internal · B1
Landscape committee — mulch recommendation to board
Internal · C3
Annual audit engagement letter
Internal · B1 · Counsel
Insurance renewal options (shared with board)
Internal · B2
Draft budget worksheet (shared with board)
Internal · B2
Select a conversation
Choose a thread from the list, or open Compose to write a new message. A thread leaves Mail when it is placed on the Queue. Later comments stay on that item.


Cedar Ridge
Mail
Queue
Docket
Meetings
Search
Search
Ask
Ask
More
Sign out
Alex President · Board Administrator · Signed in Oct 29, 2026, 12:18 PM
MAILBOX
cedarridge.alex.president@mail.boarddocket.local
Inbox 5
Sent 1
Drafts 1
Archive 0
Junk 0
Trash 0
Unassigned 0
Compose
Contacts
Records access
Forward into Docket
Compose a new message in the right pane.
Available to engaged management, directors, counsel, and committee members. Association record. Visible only to participants until shared or submitted. Discussion only — decisions are made at noticed board meetings.
From
Alex President (Cedar Ridge Board)
cedarridge.alex.president@mail.boarddocket.local
Send as
Board / management mailbox
To
Cc / Bcc
Any email address, comma-separated
All
Brown
Davis
Jones
Liner
Smith
gary@stoufferai.com
Pat Manager
Subject
Message
Font
Arial
Size
Normal
B
I
U
Highlight
Clear
Attachments
Choose Files
No file chosen
Addresses you type receive this message by email. Names with a circle stay in Board Docket.
Send
Save draft
Board Docket powered by StoufferAI

Cedar Ridge | Mail | Queue | Docket | Meetings | Search | Search | Ask | Ask | More | Sign out

Director Smith · Director · Signed in Oct 29, 2026, 12:18 PM

MAILBOX
cedarridge.director.smith@mail.boarddocket.local

- Inbox 13
- Sent 5
- Drafts 2
- Archive 0
- Junk 0
- Trash 0
- Compose

INBOX

Drag a thread onto Inbox, Archive, Junk, or Trash.

- Tennis court crack repair — Internal · B1
- Guest parking signs — wording — Internal · B1
- Roof reserve study — questions for next packet — Internal · B1 · Counsel
- Landscape committee — mulch recommendation to board — Internal · C3
- Clubhouse Wi-Fi upgrade estimate — Internal · B1
- Street light outage map — Internal · B1
- Pool fence latch — Internal · B1
- Gate motor service window — External · B1
- Pool heater quote — private review — Internal · B1
- Annual audit engagement letter — Internal · B1 · Counsel
- Mailbox kiosk paint — Internal · B1
- Insurance renewal options (shared with board) — Internal · B2
- Draft budget worksheet (shared with board) — Internal · B2

Pool heater quote — private review

Internal thread · B1

Association record. Visible only to participants until shared or submitted. Discussion only — decisions are made at noticed board meetings.

Share with full board | Suggest for consideration

Opens a Queue item for the board and management to comment. It is not live on the Docket until management Advances it. This is not a vote. This cannot be undone.

This shares the thread. Your copy moves to Archive, where you can open it again.

Delete | Junk

Director Smith · internal · Mon Oct 05 2026 12:50:36 GMT-0400 (Eastern Daylight Time)

Jones — two heater quotes attached in my notes. Discussion only; not a vote.

Director Jones · internal · Mon Oct 05 2026 14:50:36 GMT-0400 (Eastern Daylight Time)

Thanks. Prefer the unit with the longer warranty before we ask management to package it.

From
Director Smith (Cedar Ridge)
cedarridge.director.smith@mail.boarddocket.local

To | Cc / Bcc

Any email address, comma-separated

All | Brown | Davis | Jones | Liner | Smith | gary@stoufferai.com | Pat Manager

Subject

Pool heater quote — private review

Message

Font Arial | Size Normal | B | I | U | Highlight | Clear

Attachments

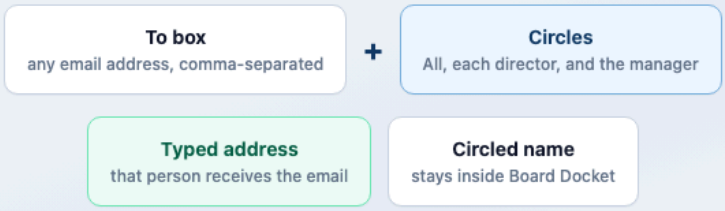
Choose Files | No file chosen

Addresses you type receive this message by email. Names with a circle stay in Board Docket.

Send reply

Same form for a new message and a reply

To, Cc, and Bcc each have a box for any email address. Names with a circle stay in Board Docket.



A reply that adds an outside address makes the thread external

Later messages on it go to those addresses. Discuss privately starts a separate internal thread. The subject stays on the conversation.

Save draft and Send as are for a new message. Send reply posts on the open conversation. Drag a thread onto Inbox, Archive, Junk, or Trash. Those bins are yours alone. This is not a vote.

404 | This page could not be found.

7. Meetings

Open **Meetings** for the meeting list. Use **Calendar** for the monthly view — scheduled dates appear as chips; tap a date to open that meeting's agenda, items, and documents (packet download when available). Each upcoming meeting has:

- **Consent agenda** — items that reached the Ready threshold. At the noticed meeting they may be adopted in one motion if they stay on consent. Ready in the app is preparation, not that motion.
- **Regular agenda** — discussion at the noticed meeting (including items pulled off consent, and items typed **Board meeting required**).
- **Closed session** — a noticed-meeting agenda section with a stated basis (**Personnel** or **Meeting with association attorney**) and a named roster. You see the title, files, and conversation. Members never do, including after the item closes. The public packet does not include this section. Download the **closed-session packet** when you are preparing. This is not

a vote and not a chat. After the meeting, the decision is still **Adopted** or **Not adopted**. Confirm process with association counsel.

Download the **meeting packet (PDF)** when you prepare. Placement on an agenda in the app is not a vote.

Closed session — rules of engagement

How a closed session is **performed** in this app:

1. Management or the Board Administrator places a regular-track item on **Closed session** and states a basis. Consent items cannot move here.
2. Seated directors and the Board Administrator always see that HOA's closed items. Management attends only if listed (typically off for personnel, on for meeting with association attorney). Association counsel sees a segment only if they are checked onto it.
3. Talk stays on that docket item. Reply as Director as you would on any other item. There is no executive-session chat and no electronic vote.
4. Prepare from the **closed-session packet**. Do not expect closed Q&A in the public packet or in a public recap.
5. After the noticed meeting, the record is still **Adopted** or **Not adopted**. There is no Approve or Reject on the item.

Privilege is **not** automatic. Closed placement hides the item from members in the app. A records-request ZIP still needs a human exclusion with justification. Confirm process with association counsel. This book is not legal advice.

Closed session — restrictions

Do not
Treat closed session as a board vote, a private director chat, or a private attorney mailbox
Expect members to see the title, files, or conversation on Updates — they never do
Put a public recap or the public packet on closed material
Assume "we met with counsel" is enough for a records exclusion — staff still confirm the justification
Look for Approve / Reject on closed-item chrome

Meetings

Calendar

- **March board meeting**
  Wednesday, Aug 12, 2026, 8:43 AM · held · Posted (48 hours) · consent closed
- **Garage Door Replacement**
  Thursday, Sep 17, 2026, 9:00 AM · upcoming · Posted (48 hours) · consent closed
- **April board meeting**
  Saturday, Sep 19, 2026, 7:11 PM · upcoming · Posted (48 hours) · consent closed
- **Sunday board meeting**
  Sunday, Oct 4, 2026, 3:00 PM · upcoming · Posted (48 hours) · consent closed

Schedule a noticed meeting

After you set the date, it appears on the Calendar.

Title

Board meeting

Date

mm/dd/yyyy

Time

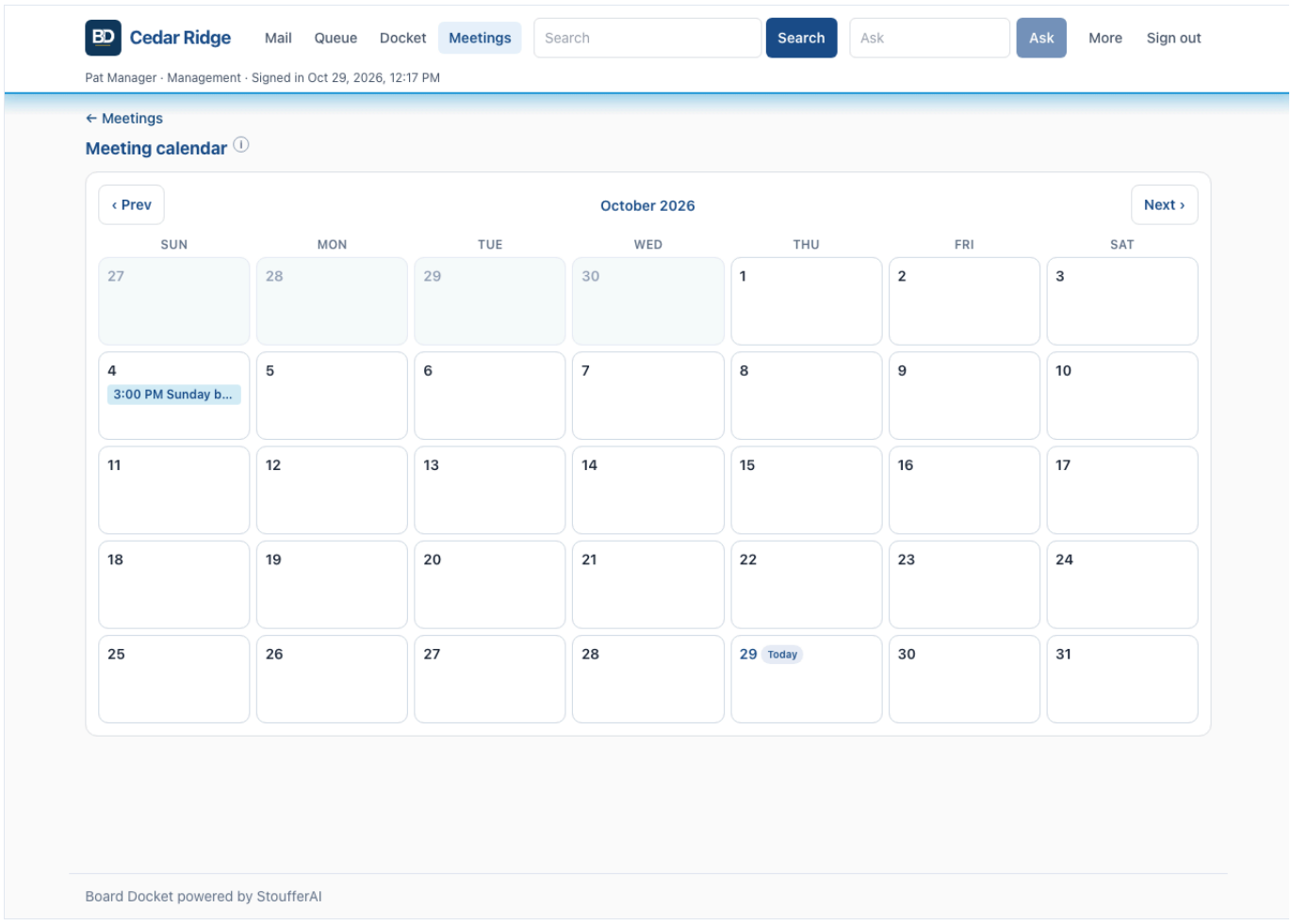
7 | 00 | PM

Pick any day — Saturday and Sunday are allowed.

Notice type

Posted (48 hours)

Create meeting


Cedar Ridge
Mail
Queue
Docket
Meetings
Search
Search
Ask
Ask
More
Sign out
Pat Manager · Management · Signed in Oct 29, 2026, 12:17 PM
← Meetings
Meeting calendar
‹ Prev
October 2026
Next ›
SUN
MON
TUE
WED
THU
FRI
SAT
27
28
29
30
1
2
3
4
3:00 PM Sunday b...
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
Today
30
31
Board Docket powered by StoufferAI

← Meetings

April board meeting

Saturday, Sep 19, 2026, 7:11 PM · upcoming
Notice: Posted (48 hours) · Consent deadline Thursday, Sep 17, 2026, 7:11 PM (consent closed)

Download meeting packet (PDF)
Download closed-session packet (PDF)

Official minutes

Official minutes (PDF)
Choose File No file chosen
Accepted at a later meeting (optional)
Not recorded
Deposit official minutes

Closed-session minutes

Closed-session minutes (PDF)
Choose File No file chosen
Accepted at a later held meeting (optional)
Not recorded
Deposit closed-session minutes

Add an Action

Action
Clubhouse HVAC service agreement · suggested
Agenda section
Regular agenda
Closed-session basis
Personnel
Management attends this closed session (typically off for personnel, on for meeting with association attorney)
List counsel on this closed session
Ann Attorney
Morgan Counsel
Add to this meeting

Consent Agenda

Equipment purchase — $4,850
Consent Agenda Candidate (Purchasing Policy §4.2) · on consent agenda

Member materials
Files released for members before the meeting. Conversation stays on the Action.
None released yet.
Add or change on the Action

Move up Move down

Record decision
Adopted
Vote tally (optional)
Resolution number (optional)

Resolution number (optional)

Record formal decision

Regular Agenda

Landscape contract — $6,200

Consent Agenda Candidate (Purchasing Policy §4.2) · meeting required

Member materials

Files released for members before the meeting. Conversation stays on the Action.

None released yet.

Add or change on the Action

Move up | Move down

Record decision

Adopted

Vote tally (optional)

Resolution number (optional)

Record formal decision

Roof replacement — $15,000

Board Meeting Required (Purchasing Policy §4.3) · meeting required

Member materials

Files released for members before the meeting. Conversation stays on the Action.

None released yet.

Add or change on the Action

Move up | Move down

Record decision

Adopted

Vote tally (optional)

Resolution number (optional)

Record formal decision

Irrigation main break — emergency repair

Acted Under Emergency Authority (Purchasing Policy §4.4) · ratification pending

Member materials

Files released for members before the meeting. Conversation stays on the Action.

None released yet.

Add or change on the Action

Move up | Move down

Record decision

Adopted

Vote tally (optional)

Resolution number (optional)

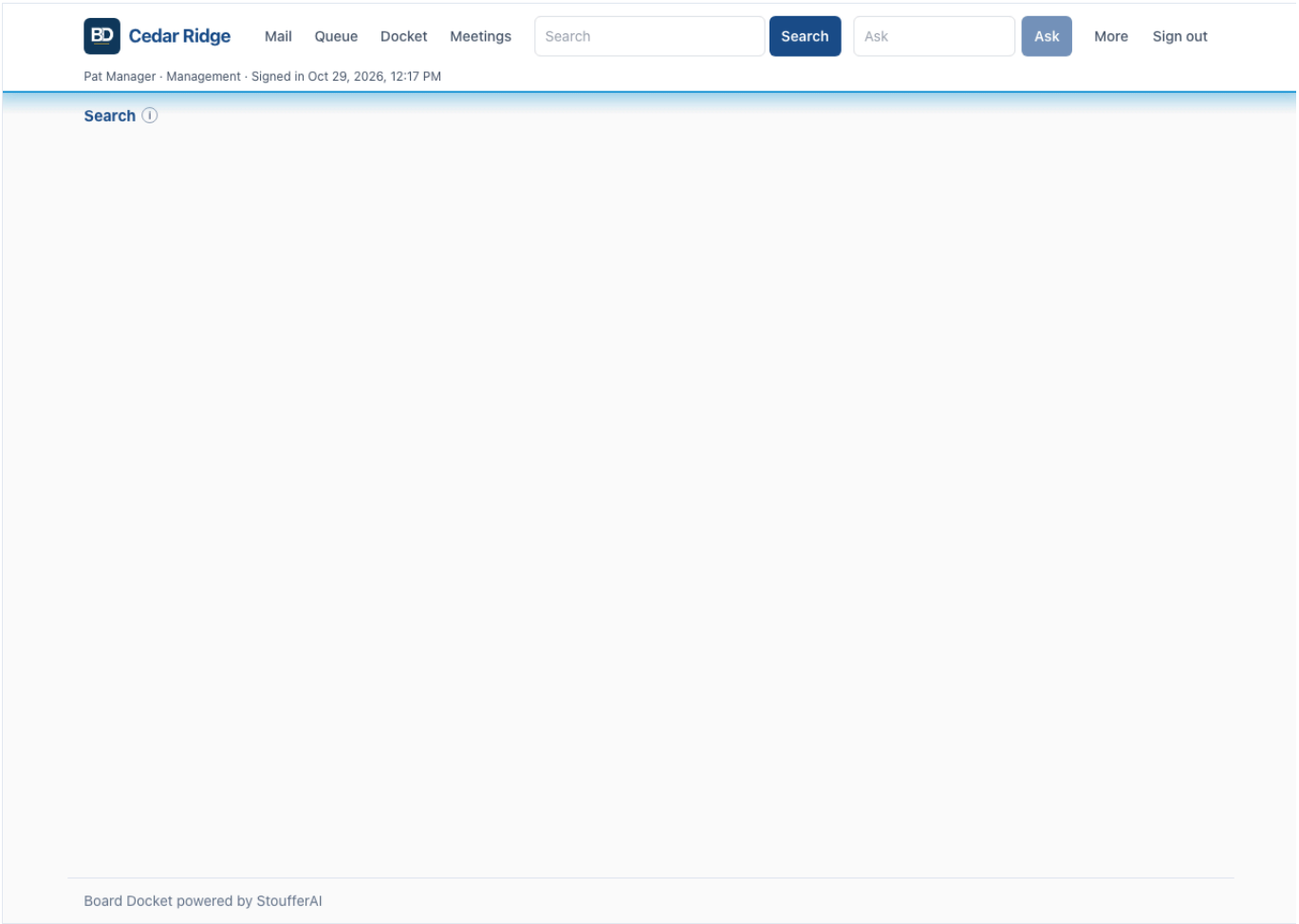
Record formal decision

Closed session



8. Search

The header search is on every screen. Results are items you can already open.



9. Quick rules

Do	Do not
Reply on the item	Email the board a side thread about the same matter if you can use the item
Ready only when you are prepared	Treat Ready, or silence, as a vote
Request discussion if you need the full bid or a debate	Look for Approve / Reject, or expect to edit a posted message
Suggest for consideration from Mail, then comment on the Queue item	Keep writing in Mail after the thread has moved, or expect it to go live until management Advances
Mark In favor when you support advancing	Treat In favor, Ready, or silence as a vote
Delete a draft that should not go forward	Use Forward into Docket (staff-only) or delete a live item
Keep closed-session talk on that item	Share closed files with members, or treat closed placement as automatic privilege

---

Need help?

Ask your Board Administrator or management. Product questions: PRODUCT_SPEC.md.

Board Docket powered by StoufferAI