

TEKUNTEK: Co-Owners' Meeting Minutes Template

1. Meeting details

This form template is meant for drawing up the minutes of a co-owners' association meeting when addressing a unified water-consumption metering system.

Building address: _____

Date: _____ Time: _____

2. Agenda

The meeting agenda should include the following items:

1. Introduction to the requirements of a unified water metering system by 2027.
2. Review of the proposal.
3. Vote on adopting the decision.

3. Decision

Having considered the matter of a unified water-consumption metering system in line with the requirements of Cabinet Regulation No. 524, the meeting resolves to: introduce a unified ultrasonic water meter system with remote data reading throughout the building, and authorize the board (or manager) to sign a contract with the chosen provider.

4. Voting results

For: _____ Against: _____ Abstained: _____

Meeting chair (full name, signature): _____

Secretary (full name, signature): _____