

Foundation for student housing

in the Helsinki region

Minutes __/202__

Tenant committee meeting

DATE AND TIME:

PLACE (address of the property and exact location of the meeting):

PRESENT (first and last name):

1. OPENING THE MEETING AND DECLARING THE MEETING QUORATE

Chairman opened the meeting at _____

The meeting was declared quorate.

2. ELECTING TWO EXAMINERS OF THE MINUTES

_____ and _____ were elected

3. ADOPTING THE AGENDA

Agenda was adopted as order of business.

4. PURCHASES / VOLUNTARY WORKING BEES / OTHER BUSINESS TO DECIDE

5. OTHER BUSINESS

NEW MEMBERS (first and last name):

6. THE NEXT MEETING

The next meeting will be held on _____

7. CLOSING THE MEETING

The chairman closed the meeting at _____

APPROVAL OF THE MINUTES

Signature of the Chairman

Signature of the Secretary

Signature of the Examiner of the minutes

Signature of the Examiner of the minutes