

Board minutes draft, without losing the meeting.

One generated 55-minute association-board recording becomes a review-ready draft, a motion register, an action register, and an explicit list of items the board must still confirm.

55:04	3:29	REVIEWED	6 + 3
SOURCE AUDIO	LOCAL FIRST PASS	SEPARATE DELIVERY REVIEW	MOTIONS + ACTIONS

Measured on this fixture only: the transcript had 93.0% word accuracy against the generated reference. Automated structured notes preserved only 1 of 6 motions as a decision and no action with both the correct named owner and date. A separate delivery review recovered and verified all 6 motion records and all 3 owned, dated actions.

This is not an adopted record, legal opinion, compliance review, or performance claim for real-world audio. Every name, association, contract, and event is fictional.

DRAFT

Draft meeting minutes

Association	Cedar Glen Community Association
Meeting	Regular Board Meeting July 15, 2026
Time	7:02 p.m. to 8:14 p.m.
Location	Not stated in the recording

Attendance and call to order

Elena Park, Chair, Michael Torres, Vice Chair, Priya Shah, Treasurer, Daniel Reed, Secretary, Louise Benton, Director. Management present: Jordan Lee, Community Manager. All five directors were present; a quorum was established. Chair Elena Park called the meeting to order at 7:02 p.m. The Board followed the distributed agenda without changes.

Approval of prior minutes

The Board approved the June 10, 2026 regular board meeting minutes as distributed.

Management and status reports

Management reported eight open maintenance requests at the end of the comparison period. Delinquency information was discussed only in aggregate; no owner names, account details, or collection matters were discussed in the open session.

The North Common Area irrigation leak was repaired June 19. Water use fell in the following billing period, but a full month of comparison data was not yet available. Two failed mailbox-light fixtures were replaced, and a timer adjustment was recommended for autumn.

The insurance-renewal proposal remained pending; the current policy runs through October 31. Three architectural applications had been received: two were approved under delegated authority and one remained incomplete pending a color sample.

The June financial summary and approved May minutes had been posted. The June 10 minutes remained a draft until the approval recorded above was incorporated. Management had completed two summer common-area walks and retained the photographs in the association file.

Landscaping contract

The Board reviewed three proposals and discussed scope consistency, response time, insurance evidence, irrigation responsibility, references, termination language, budget alignment, quality measurement, resident communication, and transition timing.

The Board selected Greenfield Landscape for a 12-month common-area landscaping contract at an amount not to exceed \$18,500, subject to receipt of a current certificate of insurance and manager review confirming that the final agreement matches the proposal in the board packet.

Business, forum, and adjournment

Reserve contribution

The updated worksheet projected that the reserve balance would fall below the study target in 2029 at the current contribution. The Board discussed timing, owner impact, funding alternatives, segregation of funds, notice language, and vote clarity.

The Board increased the monthly reserve contribution by \$10 per unit effective January 1, 2027. The added amount is to be deposited in the association reserve account and reviewed during preparation of the 2028 budget.

Emergency gate motor replacement

The Board reviewed the June 27 emergency replacement of the failed entry-gate motor by Access Gate Services. The reported cost was \$4,850, with a two-year parts warranty and a one-year labor warranty. The Board ratified the expenditure.

Pool-hours request

The Board considered a request to extend Friday and Saturday pool hours from 9:00 p.m. to 10:00 p.m. through Labor Day. Discussion covered noise, staffing, rules enforcement, insurance, trial design, owner notice, season timing, and future review.

The Board tabled the request pending a written response from the association's insurance broker and a proposed two-week trial notice for board review. No extended hours were approved.

Homeowner forum

Homeowner comments addressed west-mailbox paint repair, appreciation for landscape volunteers, a plain-language reserve-workbook explanation, a delivery vehicle blocking the south fire lane, inclusion of pool-hours correspondence in the next packet, and advance notice of irrigation-water shutoffs. The Board took no action during the forum.

Next meeting

The next regular board meeting was scheduled for August 19, 2026 at 6:30 p.m. in the community room, with remote-access information to be included in the notice.

Adjournment

The Board approved a motion to adjourn, 5-0. The meeting adjourned at 8:14 p.m.

Motion register

Timestamps point to the synthetic source recording. They are reviewer aids, not part of adopted minutes.

MOTION	MOVED / SECONDED	RESULT	AUDIO
Approve the June 10, 2026 regular board meeting minutes as distributed	Michael Torres / Priya Shah	Passed, 5-0	1:41-2:30
Select Greenfield Landscape for 12 months, not to exceed \$18,500, subject to a current certificate of insurance and manager document review	Louise Benton / Priya Shah	Passed, 4-1; Michael Torres opposed	23:22-24:28
Increase the monthly reserve contribution by \$10 per unit effective January 1, 2027; deposit it to reserves; review it during the 2028 budget process	Priya Shah / Michael Torres	Passed, 3-2; Elena Park and Louise Benton opposed	35:52-36:59
Ratify the June 27 emergency gate-motor replacement by Access Gate Services for \$4,850	Michael Torres / Daniel Reed	Passed, 5-0	42:16-42:56
Table the pool-hours request pending a written broker response and a draft two-week trial notice	Louise Benton / Michael Torres	Passed, 5-0	49:35-50:17
Adjourn the meeting	Daniel Reed / Priya Shah	Passed, 5-0	54:40-55:02

Review result

All six movers, seconders, vote results, and named opposition fields matched the generated ground truth after a separate delivery review.

Action register

OWNER	ACTION	DUE	AUDIO
Jordan Lee	Obtain Greenfield's current certificate of insurance, compare the final contract with the reviewed proposal, and circulate the execution copy to the Board.	July 22, 2026	24:31-24:51
Daniel Reed	Draft the owner notice with the amount, effective date, reserve purpose, and no guarantee about future special assessments; send the draft to Jordan Lee.	July 29, 2026	37:02-37:23
Jordan Lee	Request the broker's written response and prepare a draft two-week pool-hours trial notice for the August packet.	August 5, 2026 packet deadline	50:19-50:37

Board review checklist

- 01

Confirm the association's legal name and the meeting location against official records before circulation.
- 02

Confirm that the attendee roster, notice, quorum, and approval language meet the association's governing documents and applicable requirements.
- 03

The source is synthetic high-clarity audio. Results do not establish performance on crosstalk, poor microphones, accents, remote-call artifacts, or real confidential content.

DRAFT STATUS

These minutes remain a draft until corrected and approved by the authorized board reviewer.

Process and evidence boundary

- 01

Preflight: YY confirms duration, agenda, roster, authority, and sensitive-topic exclusions before source media is shared.
- 02

Local first pass: faster-whisper and Qwen3 models run on an operator-controlled machine. No source media or transcript was sent to a remote AI API in this demonstration.
- 03

Separate review: a reviewer checks the recording for attendance, motions, seconders, vote tallies, decisions, actions, owners, and dates. Confidence flags are not treated as a substitute for that review.
- 04

Delivery: by the end of the second business day after accepted intake, the client receives editable DOCX and PDF drafts. The board's authorized reviewer corrects and approves the final record.

MEASURE	THIS SYNTHETIC RUN
Recording duration	3304.315 seconds (55:04)
Automated processing	208.854 seconds (3:29)
Transcription	145.748 seconds; 93.0% word accuracy against generated reference
Delivery control	A separate delivery review is mandatory; this synthetic run is not a timing claim for real recordings
Reviewed critical fields	6 motions and 3 actions matched generated mover/seconder/result or owner/date fields
Automatic extraction limit	1 of 6 motions in structured decisions; 0 of 3 actions with both correct named owner and date

The service boundary

YY sells a reviewed draft, not automatic minutes. The client remains responsible for recording authority, governing-document requirements, corrections, required disclosures, legal sufficiency, and formal board approval. Executive sessions and specified sensitive categories are excluded from the pilot.

First paid pilot: \$19 for one accepted English recording up to 60 minutes. Planned standard price: \$39 per meeting. No subscription required. See yycore.ai/services/association-minutes for the current offer and terms.