**Extract of Meeting for Management Agent**

Extracts from the minutes of

Meeting of the Housing Authority held on [MM/DD/YYYY]

The Members of the       Housing Authority met in       session at [ADDRESS] in the City/Town of      , Massachusetts, [ZIP] at       o’clock [a/p].m., on [MM/DD/YYYY].

Motion:

**[Enter Name of Motion Initiator]** having reviewed the published Performance Management Review and Agreed Upon Procedures of the Owner, the Board **Approve** and submit to DHCD for its approval the Management Services Agreement between **[LHA Name]** and **[LHA Name]** for a term of **[Number of Years]** for the annual Agreement Sum of **[Management Fee Amount]** and further that the Executive Director receive $**[Salary from Fee]** of this Agreement Sum as additional annual salary for a new annual salary of $**[New Executive Director Salary Amount].**

**[Enter Name of Person who Seconded the Motion]** which, upon roll-call, was passed by a vote of **["For" Vote Total to "Against" Vote Total].**

Certified as a true and correct copy of a resolution adopted at said meeting and on file and of record by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary / Ex-Officio Signature  
[Name]Housing Authority

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Date of Certification