***[name of housing co-op or letterhead]***

**[Meeting Type]**

***[date]***

## SIGN-IN SHEET

| **Unit** | **Address** | **Name of Principal Member** | **Signature** | **Name of Associate Member** | **Signature** |
| --- | --- | --- | --- | --- | --- |
| [unit #] |  | [member name] |  | [member name] |  |
| [unit #] |  | [member name] |  | [member name] |  |
| [unit #] |  | [member name] |  | [member name] |  |
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| [unit #] |  | [member name] |  | [member name] |  |

**Total Units** = [# of units] occupied; [# of units] vacant

**Quorum** ([# as per co-op rules] %) = [quorum x # of total members] ([rounded number] members)

**No less than [#] of members at all times. w**