PRG **HOA MANAGEMENT**

Board Meeting & Action Tracking Checklist

A meeting should produce decisions and next steps - not another month of the same discussion.

The board packet should answer three questions before the meeting begins: What is being discussed? What decision is needed? What information supports that decision?

BEFORE / DURING / AFTER

- ☐ Publish or distribute notice and agenda within the required timeframe.
- ☐ Separate information items from decision items.
- ☐ For every decision item, state the exact question the board needs to answer.
- ☐ Attach bids, financials, reports, correspondence, and governing-document excerpts in advance when relevant.
- ☐ Identify conflicts of interest before discussion or voting.
- ☐ List old business that still has an open action, owner, or deadline.
- ☐ Keep owner comments or open forum in the designated portion of the meeting.
- ☐ Record motions, seconds if used, votes, abstentions, and recusals clearly.
- ☐ Do not use minutes as a transcript; capture actions and required context.
- ☐ At the end of each item, assign one owner and one due date for the next step.
- ☐ After the meeting, update the board action/ticket system so decisions do not disappear into minutes.
- ☐ Distribute approved communications to owners promptly when a decision affects them.

ACTION LOG

Action	Owner	Due	Status

Have one issue your board wants to sort out? Bring it to PRG in a free 30-minute Board Problem-Solving Session.