BOARD GOVERNANCE TOOL

HOA Board Meeting Preparation Checklist

A practical guide for preparing, participating, documenting decisions, and following through.

Purpose: Use this checklist for regular, special, annual, and project-focused board meetings. Adapt it to your declaration, bylaws, board policies, and applicable legal requirements.

MEETING DETAILS

ASSOCIATION ______________________________	MEETING DATE AND TIME ______________________________
MEETING TYPE ______________________________	LOCATION OR VIRTUAL LINK ______________________________
PERSON PREPARING THE PACKET ______________________________	NOTICE DEADLINE ______________________________

TWO TO THREE WEEKS BEFORE

The board president, secretary, or designated coordinator should confirm the framework early.

☐	Confirm the meeting date, time, location, virtual access, meeting type, and expected attendees.
☐	Check the governing documents, board policy, and applicable requirements for notice, posting, owner access, and quorum.
☐	Ask board members to submit agenda items by a firm deadline and identify the decision each item requires.
☐	Review unfinished business and the prior action list. Carry forward only items that still require discussion, a vote, or follow-through.
☐	Request the financial report, management report, vendor updates, proposals, contracts, and project documents needed for the meeting.
☐	Identify matters that may require legal, accounting, insurance, engineering, or other professional guidance before the board acts.

HOA BOARD MEETING PREPARATION CHECKLIST

ONE WEEK BEFORE

Build a decision-ready meeting packet rather than a collection of unrelated attachments.

☐	Finalize an agenda that separates information items, discussion items, and matters requiring a board vote.
☐	For every proposed vote, state the question clearly and include the supporting document, amount, vendor, deadline, or policy language.
☐	Prepare the prior meeting minutes for approval and verify that decisions, votes, and assignments were recorded accurately.
☐	Include current financial statements, budget-to-actual information, delinquency or collection updates, and reserve information relevant to the agenda.
☐	Organize vendor proposals so the board can compare the same scope, exclusions, timing, insurance, warranties, and payment terms.
☐	List owner correspondence or requests requiring board attention while protecting private information that should not be included in the general packet.
☐	Confirm whether any agenda matter belongs in an executive or closed session and obtain appropriate guidance when uncertain.
☐	Distribute the agenda and board packet with enough time for every director to review it before the meeting.

EACH BOARD MEMBER: 24 TO 48 HOURS BEFORE

Every director should arrive ready to decide—not ready to read the packet for the first time.

☐	Read the complete agenda and packet, including the prior minutes, financials, proposals, correspondence, and project updates.
☐	Write down questions and send requests for missing information before the meeting when possible.
☐	Identify any conflict of interest or personal involvement that may need to be disclosed before discussion or voting.
☐	For each decision item, understand the available options, financial impact, deadline, and consequence of delaying action.
☐	Prepare a concise proposed motion when you already know what action you believe the board should take.
☐	Confirm attendance. If you cannot attend, notify the appropriate board contact promptly so quorum can be evaluated.
☐	Test the meeting link, microphone, camera, screen-sharing, or presentation materials if the meeting is virtual or hybrid.

FINAL ADMINISTRATIVE CHECK

☐	Meeting notice was sent or posted as required.
☐	Quorum is reasonably expected.
☐	Agenda, packet, attendance list, and note-taking materials are ready.
☐	The person responsible for minutes and the person responsible for facilitating the meeting are confirmed.
☐	Confirm procedures for owner comments, executive sessions, and time limits.

DURING THE MEETING

Protect the record, keep the discussion focused, and make each decision executable.

☐	Confirm attendance and quorum before conducting board business.
☐	Follow the posted agenda and identify whether each item is for information, discussion, or formal action.
☐	Disclose conflicts of interest and follow the association's required process before participating in the matter.
☐	State motions clearly. Record the motion, second, vote, abstentions, and result without relying on memory after the meeting.
☐	Before moving on, confirm who owns the next step, what must happen, and when it is due.
☐	Keep owner comments orderly and separate from the board's deliberation unless the board invites additional information.
☐	Move confidential matters to executive or closed session only when appropriate and document them according to applicable requirements.
☐	Set or confirm the next meeting date and identify any information that must be gathered beforehand.

WITHIN TWO BUSINESS DAYS AFTER

☐	Prepare draft minutes that capture attendance, quorum, motions, votes, decisions, and required follow-up without becoming a transcript.
☐	Update the board action tracker with the responsible person, deadline, current status, and supporting documents.
☐	Send approved instructions to vendors, management, professionals, or committee members and confirm receipt.
☐	Communicate board decisions to owners when appropriate, including what changed, when it takes effect, and what owners must do.
☐	File the agenda, packet, reports, proposals, approved documents, correspondence, and draft minutes in the association's records system.
☐	Calendar every deadline created by the meeting, including notices, payments, inspections, contract dates, and follow-up votes.
☐	Escalate unresolved legal, financial, safety, insurance, or project matters to the appropriate professional.

BEFORE THE NEXT MEETING

☐	Review the action tracker and follow up on overdue assignments.
☐	Confirm that board-approved payments, notices, contracts, and communications were completed.
☐	Move completed items to the association history and bring unresolved items forward with a clear decision request.

BOARD MEMBER WORKSHEET

Prepare Your Decisions

Complete one row for each agenda item that requires discussion or a vote.

Agenda item	Decision needed	My questions	Proposed next step

MY FINAL MEETING CHECK

☐	I understand what the board is being asked to decide.
☐	I reviewed the supporting information instead of relying only on the meeting discussion.
☐	I know which questions still need answers before I can vote responsibly.
☐	I am prepared to state my position respectfully and keep the discussion focused on the association's interests.
☐	I will support the board's documented decision and assigned next steps once the vote is complete.

Important: This checklist provides general board-management guidance. It is not legal, tax, accounting, engineering, insurance, or other licensed professional advice. Confirm the association's governing documents and obtain professional guidance when required.