

HOA Meeting Checklist -- Alaska

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Alaska. This reflects Alaska has no comprehensive HOA/planned-community meeting statute. Ordinary HOAs organized as nonprofits are governed by the Alaska Nonprofit Corporation Act, AS 10.20. where it applies -- always verify against your governing documents, which may set a stricter rule. This is a governance aid, not legal advice.

PHASE 1 - BEFORE THE MEETING

DETERMINE MEETING TYPE

- | | |
|--|--|
| ☐ Annual / membership meeting | ☐ Regular board meeting |
| ☐ Special membership meeting | ☐ Special board meeting |

REVIEW GOVERNING DOCUMENTS

- | | |
|---|---|
| ☐ Declaration / CC&Rs | ☐ Confirm notice deadline & method
<i>Notice: 10-50 days before the meeting, unless articles/bylaws provide otherwise.</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: 10% of votes entitled to be cast, unless articles/bylaws provide otherwise.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Notice must state the manner, place (if applicable), day and hour; special-meeting...</i> |

PREPARE & SEND NOTICE

- | | |
|---|--|
| ☐ Notice sent by required method
<i>Mail / hand delivery / electronic as bylaws permit</i> | ☐ Notice includes: election information (if applicable) |
| ☐ Notice sent within required window | ☐ Notice includes: proxy instructions (if applicable) |
| ☐ Notice includes: date, time, location | ☐ Affidavit / proof of notice prepared |
| ☐ Notice includes: agenda items
<i>Notice must state the manner, place (if applicable), day and hour; special-meeting notice...</i> | |

Watch out: Do not copy last year's notice without checking whether the meeting involves an election, amendment, budget change, or director removal - those may require different notice language or a longer window.

BUILD THE QUORUM WORKSHEET

TOTAL VOTING INTERESTS

VOTES NEEDED FOR QUORUM

NOTICE SENT DATE

MINUTES RECORDER

QUORUM REQUIREMENT

10% of votes entitled to be cast, unless...

MEETING DATE / TIME

NOTICE METHOD

ELECTION REQUIRED?

Yes / No

VERIFY PROXIES (MEMBERSHIP MEETINGS)

- | | |
|---|---|
| ☐ Each proxy is signed | ☐ No conflicting / duplicate proxies |
| ☐ Each proxy is dated | ☐ Proxies logged in a proxy register |

☐ Each proxy identifies the meeting

☐ Proxy validity / expiration checked

Proxy voting permitted unless articles/bylaws provide otherwise; proxy generally valid fo...

☐ Proxy is from an eligible voting interest

ELECTION PREPARATION (IF APPLICABLE)

☐ Candidate eligibility confirmed

☐ Who counts ballots - identified in advance

☐ Nomination procedure followed

☐ Tie procedure established

☐ Voting method determined (secret / open ballot)

☐ Ballot / proxy forms prepared

PHASE 2 - AT THE MEETING

OPENING

☐ Call meeting to order - record exact time

☐ Identify presiding officer

☐ Confirm proof of notice

☐ Identify minutes recorder

ESTABLISH QUORUM -- BEFORE ANY VOTE

OWNERS PRESENT

VALID PROXIES

TOTAL REPRESENTED

REQUIRED FOR QUORUM

QUORUM ACHIEVED?

10% of votes entitled to be cast, unles...

Yes / No

If quorum is not met: do NOT conduct member business. Call the meeting to order, announce the quorum calculation, and follow the applicable adjournment procedure. In Alaska: Alaska's nonprofit statute establishes a member quorum of 10% of votes unless the articles or bylaws provide otherwise and a board quorum of a majority of the directors unless a greater number is required. It does not establish a general reduced-quorum or reconvening procedure when quorum is absent.

CONDUCT THE MEETING

☐ Follow the prepared agenda

☐ Do not vote on matters outside the agenda

Especially amendments, assessments, director removal

☐ State each motion clearly before voting

☐ Do not conduct member business at a board meeting

☐ Record who made and seconded each motion

☐ Member speaking rights observed

Open meetings: No general statutory open-meeting requirement for nonprofit boards was l

☐ Record the exact vote count and result

EXECUTIVE / CLOSED SESSION (BOARD MEETINGS)

☐ Valid statutory basis identified before closing

☐ Entry time recorded in minutes

☐ Exit time recorded in minutes

☐ Formal vote (if any) taken in open session after reconvening

☐ Post-session summary entered in minutes where required

Executive session is not a general privacy button. "We'd rather discuss this privately" is not a statutory basis. In Alaska, permitted categories: No statutory nonprofit-board executive-session categories located — governed by bylaws.

IF NO QUORUM -- ADJOURNMENT

☐ Quorum calculation announced and recorded

☐ Motion to adjourn made and passed

☐ New date / time / place announced or noted for re-notice

ADJOURNMENT

☐ Motion to adjourn made

☐ Adjournment time recorded

☐ All proxies and attendance records preserved

☐ Adjournment procedure followed

Alaska's nonprofit statute establishes a member quorum of 10% of votes unless the article

☐ Ballots / proxies retained

Do not discard - needed if results are challenged

PHASE 3 - AFTER THE MEETING

DRAFT MINUTES -- PROMPTLY

☐ Association name, meeting type, date, time, location

☐ Presiding officer and minutes recorder identified

☐ Proof of notice recorded

☐ Quorum calculation recorded

Owners present + valid proxies = total represented vs. required

☐ Each motion stated precisely

☐ Maker and seconder of each motion

☐ Vote count and result for each motion

☐ Election results recorded

☐ Executive session entry / exit times and any required summary

☐ Adjournment time recorded

Minutes are an official record, not a transcript. Record what was decided, not every word spoken. Avoid personal commentary. Good example: "Motion by Smith, seconded by Jones, to approve the landscaping contract for \$12,000. Passed 4-1." Bad example: "There was a long discussion and people seemed pretty divided."

RECORDS & FOLLOW-UP

☐ Minutes approved at next appropriate meeting

☐ Ballots and proxies retained

Minutes retention: Alaska nonprofit corporations must keep minutes of the proceedings of ...

☐ Records available for member inspection as required

☐ Any required post-meeting notices sent

e.g. election results broadcast, assessment notices

☐ Action items assigned with owner and deadline

☐ Next meeting date confirmed and calendared

ALASKA QUICK REFERENCE

Governing statute	Alaska has no comprehensive HOA/planned-community meeting statute. Ordinary HOAs organized as nonprofits are governed by the Alaska Nonprofit Corporation Act, AS 10.20.
Member meeting notice	10-50 days before the meeting, unless articles/bylaws provide otherwise.
Agenda in notice	Notice must state the manner, place (if applicable), day and hour; special-meeting notice must also state the purpose(s) of the meeting.
Member quorum default	10% of votes entitled to be cast, unless articles/bylaws provide otherwise.
Proxy rules	Proxy voting permitted unless articles/bylaws provide otherwise; proxy generally valid for 11 months unless it states otherwise.
If quorum fails	Alaska's nonprofit statute establishes a member quorum of 10% of votes unless the articles or bylaws provide otherwise and a board quorum of a majority of the directors unless a greater number is required. It does not establish a general reduced-quorum or reconvening procedure when quorum is absent.
Board meetings open	No general statutory open-meeting requirement for nonprofit boards was located — governed by bylaws.

Board meeting notice	No statutory default notice window located in the current nonprofit provisions — governed by articles/bylaws.
Board quorum default	Majority of the number of directors fixed by the bylaws (or stated in the articles if no such bylaw), unless a greater number is required.
Executive session	No statutory nonprofit-board executive-session categories located — governed by bylaws.
Minutes retention	Alaska nonprofit corporations must keep minutes of the proceedings of members, the board of directors, and committees having board authority, but the statute does not specify a finite retention period.
Citation	AS 10.20.066, 10.20.071, 10.20.076, 10.20.106.

These reflect statutory defaults for Alaska and apply only when your governing documents do not specify otherwise -- your declaration and bylaws generally control. This checklist is a governance aid, not legal advice. For contested elections, amendments, director removal, or disputed voting rights, have the association's attorney review the procedure before the meeting.