

HOA Meeting Checklist -- Arizona

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Arizona. This reflects Arizona Planned Communities Act, A.R.S. §33-1804 (meetings, open meetings, notice, agenda). 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: At least annually; member-meeting notice must be given not fewer than 10 nor more than 60 days before the meeting.</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: No statutory default percentage confirmed — quorum is set by governing documents.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Yes — notice must state date, time, place, and purpose, including the general nature of the business to be conducted.</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>Yes — notice must state date, time, place, and purpose, including the general nature of the business to be conducted.</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

No statutory default percentage confirmed

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

After declarant control ends, votes allocated to a unit may not be cast by proxy. Instead...

☐ 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?

No statutory default percentage confirm...

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 Arizona: The Planned Communities Act does not establish a general statutory reduced-quorum or adjournment procedure for a meeting at which quorum is not achieved.

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: Yes — all association and board meetings are open to members/designated

☐ 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 Arizona, permitted categories: Limited to: legal advice; pending/contemplated litigation; personal, health, or financial information about an individual member/employee/contractor; job performance, compensation, health records, or specific complaints concerning an employee; a member's appeal of a violation/penalty, unless the affected member requests an open session. Board must state statutory basis before closing.

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

The Planned Communities Act does not establish a general statutory reduced-quorum or a

☐ 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: If the board records an open meeting, the recording must be kept at le...

☐ 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

ARIZONA QUICK REFERENCE

Governing statute	Arizona Planned Communities Act, A.R.S. §33-1804 (meetings, open meetings, notice, agenda).
Member meeting notice	At least annually; member-meeting notice must be given not fewer than 10 nor more than 50 days before the meeting.
Agenda in notice	Yes — notice must state date, time, place, and purpose, including the general nature of proposed declaration/bylaw amendments, member-approved assessment changes, and proposals to remove a director/officer. The secretary must also provide an agenda.
Member quorum default	No statutory default percentage confirmed — quorum is set by governing documents/bylaws.
Proxy rules	After declarant control ends, votes allocated to a unit may not be cast by proxy. Instead, the statute requires voting in person and by absentee ballot, permits other delivery methods, and provides that absentee ballots are valid for only the specified election or meeting and automatically expire when it is completed.
If quorum fails	The Planned Communities Act does not establish a general statutory reduced-quorum or adjournment procedure for a meeting at which quorum is not achieved.

Board meetings open	Yes — all association and board meetings are open to members/designated representatives, subject to statutory closed-session exceptions.
Board meeting notice	After declarant control, at least 48 hours in advance by newsletter, conspicuous posting, or another reasonable means; emergency meetings excepted.
Board quorum default	Majority of the board constitutes quorum, unless bylaws provide otherwise.
Executive session	Limited to: legal advice; pending/contemplated litigation; personal, health, or financial information about an individual member/employee/contractor; job performance, compensation, health records, or specific complaints concerning an employee; a member's appeal of a violation/penalty, unless the affected member requests an open session. Board must state statutory basis before closing.
Minutes retention	If the board records an open meeting, the recording must be kept at least 6 months (SB1039, Ch. 13, eff. 9/26/2025). Separately, if the HOA is organized as a nonprofit, corporate minutes are permanent records under A.R.S. §10-11601(A), and copies of member-meeting minutes for the past 3 years must be kept at the principal office under §10-11601(E).
Citation	A.R.S. §§33-1804, 33-1812, 33-1248; §10-11601 (nonprofit corporate records).

These reflect statutory defaults for Arizona 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.