

HOA Meeting Checklist -- California

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in California. This reflects Davis-Stirling Common Interest Development Act, Cal. Civ. Code Part 5, Ch. 6, including §§4920-4955 and 5000 et seq. 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: For a California nonprofit mutual benefit corporation, written notice of a member...</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: Davis-Stirling itself does not establish a universal member-meeting quorum for al</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: California does not impose a single Davis-Stirling "agenda" requirement for every</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>California does not impose a single Davis-Stirling "agenda" requirement for every members...</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

Davis-Stirling itself does not establis...

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

California HOA proxies are permitted when allowed or required by the bylaws and must co

☐ 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?

Davis-Stirling itself does not establis...

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 California: For a nonprofit mutual benefit corporation, if a member meeting lacks quorum, the meeting may be adjourned by a majority of the votes represented in person or by proxy, and no other business may be transacted except as permitted by the statute. For director elections in a common interest development, Corp. Code Sec. 7512(e) and Civ. Code Sec. 5115(d) provide a reconvened-meeting procedure with a 20% quorum unless the governing documents authorize a lower quorum.

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 — members may attend board meetings except when the board mee

☐ 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 California, permitted categories: A California HOA board may meet in executive session to consider litigation, formation of contracts with third parties, member discipline, personnel matters, or, at a member's request, the member's payment of assessments; it must use executive session for member discipline when the affected member requests it, for an assessment payment plan, and to decide whether to foreclose on a lien. Matters discussed in executive session must be generally noted in the minutes of the immediately following open meeting.

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

☐ All proxies and attendance records preserved

☐ Adjournment procedure followed

For a nonprofit mutual benefit corporation, if a member meeting lacks quorum, the meeting

ADJOURNMENT

☐ Motion to adjourn made

☐ Adjournment time recorded

☐ 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: California requires minutes of member and board meetings to be subject...

☐ 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

CALIFORNIA QUICK REFERENCE

Governing statute	Davis-Stirling Common Interest Development Act, Cal. Civ. Code Part 5, Ch. 6, including §§4920-4955 and 5000 et seq.
Member meeting notice	For a California nonprofit mutual benefit corporation, written notice of a member meeting must be given 10 to 90 days before the meeting; if mailed by a method other than first-class, registered, or certified mail, the minimum is 20 days. For director and recall elections under Davis-Stirling, additional election notice must be given at least 30 days before ballots are distributed, and ballots must generally be mailed or delivered at least 30 days before the voting deadline.
Agenda in notice	California does not impose a single Davis-Stirling "agenda" requirement for every membership meeting. For incorporated associations, member-meeting notice must state the place, date, and time; for a special meeting it must state the general nature of the business to be transacted, while a regular-meeting notice states matters the board intends to present for member action, subject to the statutory exceptions.
Member quorum default	Davis-Stirling itself does not establish a universal member-meeting quorum for all associations — quorum is determined by the governing documents or applicable law. For a nonprofit mutual benefit corporation, the statutory default is one-third of the voting power represented in person or by proxy, subject to the governing documents and the special reconvened-election rule. Cal. Corp. Code Sec. 7512(e) was amended by Stats. 2024, Ch. 401, effective January 1, 2025.
Proxy rules	California HOA proxies are permitted when allowed or required by the bylaws and must comply with Civil Code Sec. 5130; a proxy cannot be used in lieu of the required ballot for elections. Under Corporations Code Sec. 7613, a proxy expires after 11 months unless it specifies otherwise, but no proxy may have a maximum term exceeding three years; it remains revocable unless the statutory requirements for an irrevocable proxy are satisfied.
If quorum fails	For a nonprofit mutual benefit corporation, if a member meeting lacks quorum, the meeting may be adjourned by a majority of the votes represented in person or by proxy, and no other business may be transacted except as permitted by the statute. For director elections in a common interest development, Corp. Code Sec. 7512(e) and Civ. Code Sec. 5115(d) provide a reconvened-meeting procedure with a 20% quorum unless the governing documents authorize a lower quorum.
Board meetings open	Yes — members may attend board meetings except when the board meets solely in executive session.
Board meeting notice	Generally at least 4 days before a board meeting; emergency meetings require no advance notice; a nonemergency meeting held solely in executive session requires at least 2 days.
Board quorum default	For a California nonprofit mutual benefit corporation, the statutory default board quorum is a majority of the number of directors authorized in or pursuant to the articles or bylaws. The governing documents may establish a different quorum, but generally may not reduce it below one-fifth of the authorized number of directors or below two, whichever is larger, unless only one director is authorized.
Executive session	A California HOA board may meet in executive session to consider litigation, formation of contracts with third parties, member discipline, personnel matters, or, at a member's request, the member's payment of assessments; it must use executive session for member discipline when the affected member requests it, for an assessment payment plan, and to decide whether to foreclose on a lien. Matters discussed in executive session must be generally noted in the minutes of the immediately following open meeting.
Minutes retention	California requires minutes of member and board meetings to be subject to inspection permanently — this is separate from the requirement that non-executive-session board minutes, draft minutes, or summaries be made available within 30 days. The permanent inspection rule was amended by Stats. 2025, Ch. 516, effective January 1, 2026.
Citation	Cal. Civ. Code §§4920, 4925, 4935, 4950, and the member-meeting/election provisions of §§5100 et seq.

These reflect statutory defaults for California 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.