

HOA Meeting Checklist -- Colorado

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Colorado. This reflects Colorado Common Interest Ownership Act (CCIOA), C.R.S. §§38-33.3-308 through 38-33.3-310, 38-33.3-317. 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: Annual unit-owner meetings required; notice must be given not less than 10 nor more than 60 days before the meeting.</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: Unless bylaws provide otherwise: 20% of votes that may be cast for election of the board.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Yes — notice of a unit-owner meeting must include the date, time, place, and items to be considered.</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 of a unit-owner meeting must include the date, time, place, and items on the agenda.</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

Unless bylaws provide otherwise: 20% of...

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

Revocable by actual notice; a proxy that is undated or purports to be irrevocable without...

☐ 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?

Unless bylaws provide otherwise: 20% of...

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 Colorado: Sec. 38-33.3-309 establishes quorum requirements for association and executive-board meetings but does not provide a statutory reduced-quorum or adjournment procedure when 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 — CCIQA governs unit-owner access to executive-board meetings.

☐ 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 Colorado, permitted categories: Statutory closed-session categories include legal advice/litigation, personnel matters, contract negotiations, and matters whose disclosure would constitute an unwarranted invasion of individual privacy; the general matter of discussion must be announced 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

Sec. 38-33.3-309 establishes quorum requirements for association and executive-board meetings

☐ 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: Minutes of all unit-owner and executive-board meetings are required retained.

☐ 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

COLORADO QUICK REFERENCE

Governing statute	Colorado Common Interest Ownership Act (CCIOA), C.R.S. §§38-33.3-308 through 38-33.3-310, 38-33.3-317.
Member meeting notice	Annual unit-owner meetings required; notice must be given not less than 10 nor more than 50 days before the meeting.
Agenda in notice	Yes — notice of a unit-owner meeting must include the date, time, place, and items on the agenda.
Member quorum default	Unless bylaws provide otherwise: 20% of votes that may be cast for election of the executive board; 10% for associations with more than 1,000 unit owners.
Proxy rules	Revocable by actual notice; a proxy that is undated or purports to be irrevocable without notice is void; terminates 11 months after its date unless it provides otherwise.
If quorum fails	Sec. 38-33.3-309 establishes quorum requirements for association and executive-board meetings but does not provide a statutory reduced-quorum or adjournment procedure when quorum is not achieved.
Board meetings open	Yes — CCIOA governs unit-owner access to executive-board meetings.

Board meeting notice	5 days is the current statutory default for board-meeting notice.
Board quorum default	Unless bylaws specify a larger percentage, 50% of the votes on the board constitute a quorum.
Executive session	Statutory closed-session categories include legal advice/litigation, personnel matters, contract negotiations, and matters whose disclosure would constitute an unwarranted invasion of individual privacy; the general matter of discussion must be announced before closing.
Minutes retention	Minutes of all unit-owner and executive-board meetings are required records under §38-33.3-317; the statute does not establish a numeric retention/expiration period.
Citation	C.R.S. §§38-33.3-308, 38-33.3-309, 38-33.3-310, 38-33.3-317.

These reflect statutory defaults for Colorado 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.