

HOA Meeting Checklist -- Connecticut

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Connecticut. This reflects Connecticut Common Interest Ownership Act (CIOA), Conn. Gen. Stat. §§47-250 through 47-252, 47-260. 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: Not less than 10 nor more than 60 days before the meeting.</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: 20% of votes, unless bylaws provide otherwise.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Yes — required, including amendments, budget changes, director removal; special meetings ...</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 — required, including amendments, budget changes, director removal; special meetings ...</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

20% of votes, unless bylaws provide oth...

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

Unless prohibited or limited by the declaration or bylaws, unit owners may vote by direct...

☐ 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?

20% of votes, unless bylaws provide oth...

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 Connecticut: Connecticut establishes a 20% unit-owner quorum unless the bylaws provide otherwise and a board quorum based on a majority of the votes on the board unless the bylaws specify a larger number. The statute does not establish a general reduced-quorum or automatic reconvening procedure for a meeting lacking 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 — executive-board meetings are open to unit owners except during e

☐ 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 Connecticut, permitted categories: Connecticut common-interest-community executive boards may meet in executive session only to consult with association counsel concerning legal matters; discuss existing or potential litigation, mediation, arbitration, or administrative proceedings; discuss labor or personnel matters; discuss specified contracts, leases, and commercial transactions being negotiated; or protect a person's privacy where public knowledge would violate that person's privacy. No final vote or action may be taken during executive session.

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

Connecticut establishes a 20% unit-owner quorum unless the bylaws provide otherwise and

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

- ☐ Any required post-meeting notices sent

e.g. election results broadcast, assessment notices

- ☐ Ballots and proxies retained

Minutes retention: Minutes of unit-owner and executive-board meetings (other than executi...

- ☐ Action items assigned with owner and deadline

- ☐ Records available for member inspection as required

- ☐ Next meeting date confirmed and calendared

CONNECTICUT QUICK REFERENCE

Governing statute	Connecticut Common Interest Ownership Act (CIOA), Conn. Gen. Stat. §§47-250 through 47-252, 47-260.
Member meeting notice	Not less than 10 nor more than 60 days before the meeting.
Agenda in notice	Yes — required, including amendments, budget changes, director removal; special meetings are restricted to matters described in the notice.
Member quorum default	20% of votes, unless bylaws provide otherwise.
Proxy rules	Unless prohibited or limited by the declaration or bylaws, unit owners may vote by directed or undirected proxy. A proxy must be dated, is void if it purports to be revocable without notice, may be revoked by actual notice to the person presiding over the meeting, terminates one year after its date unless a shorter term is specified, and undirected proxies may not represent more than 15% of association votes for any one person.
If quorum fails	Connecticut establishes a 20% unit-owner quorum unless the bylaws provide otherwise and a board quorum based on a majority of the votes on the board unless the bylaws specify a larger number. The statute does not establish a general reduced-quorum or automatic reconvening procedure for a meeting lacking quorum.
Board meetings open	Yes — executive-board meetings are open to unit owners except during executive session; no final vote/action may be taken during executive session.
Board meeting notice	5 days, unless a distributed meeting schedule is used (in which case the agenda must be available at least 48 hours before the meeting) or in an emergency.
Board quorum default	Majority of board votes, unless bylaws specify a larger number; quorum must exist when each vote is taken.
Executive session	Connecticut common-interest-community executive boards may meet in executive session only to consult with association counsel concerning legal matters; discuss existing or potential litigation, mediation, arbitration, or administrative proceedings; discuss labor or personnel matters; discuss specified contracts, leases, and commercial transactions being negotiated; or protect a person's privacy where public knowledge would violate that person's privacy. No final vote or action may be taken during executive session.
Minutes retention	Minutes of unit-owner and executive-board meetings (other than executive sessions) must be maintained as association records under §47-260; the statute does not establish a numeric retention period.
Citation	Conn. Gen. Stat. §§47-250, 47-251, 47-252, 47-260.

These reflect statutory defaults for Connecticut 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.