

HOA Meeting Checklist -- Florida

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Florida. This reflects Florida Homeowners' Associations Act, Fla. Stat. Ch. 720, particularly §§720.303, 720.3032, 720.306. 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: Unless the bylaws provide otherwise, members must receive actual notice of all meetings.</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: 30% of total voting interests, unless bylaws provide a lower number.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Annual meeting: generally not required. Special meeting: yes, business limited to notice items.</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>Annual meeting: generally not required. Special meeting: yes, business limited to notice items.</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

30% of total voting interests, unless b...

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

Detailed statutory rules — must be dated, identify the meeting, signed by authorized pers...

☐ 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?

30% of total voting interests, unless b...

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 Florida: Meeting may be adjourned to a new date/time/place, announced before adjournment or re-noticed under §720.303(2), unless bylaws require otherwise.

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 board meetings open to members, subject to statutory exceptions

☐ 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 Florida, permitted categories: Narrow — attorney/litigation matters and personnel matters only.

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
Meeting may be adjourned to a new date/time/place, announced before adjournment or re-

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: At least 7 years (official records, including minutes of member and bo...
- ☐ 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

FLORIDA QUICK REFERENCE

Governing statute	Florida Homeowners' Associations Act, Fla. Stat. Ch. 720, particularly §§720.303, 720.3032, 720.306.
Member meeting notice	Unless the bylaws provide otherwise, members must receive actual notice of all membership meetings by mail, delivery, or electronic transmission at least 14 days before the meeting. Annual-meeting notice generally need not state the purpose, while special-meeting notice must state the purpose.
Agenda in notice	Annual meeting: generally not required. Special meeting: yes, business limited to notice purposes. Notice is tied to §720.306 agenda requirements, and certain documents must be posted before member meetings for associations subject to applicable website/portal provisions.
Member quorum default	30% of total voting interests, unless bylaws provide a lower number.
Proxy rules	Detailed statutory rules — must be dated, identify the meeting, signed by authorized person; automatically expires 90 days after the meeting.
If quorum fails	Meeting may be adjourned to a new date/time/place, announced before adjournment or re-noticed under §720.303(2), unless bylaws require otherwise.

Board meetings open	Yes — all board meetings open to members, subject to statutory exceptions for attorney discussions of proposed/pending litigation and personnel matters.
Board meeting notice	48 hours posted conspicuously, or 7 days if mailed/delivered; agenda required; emergencies excepted.
Board quorum default	Majority of the total number of directors, unless governing documents provide otherwise.
Executive session	Narrow — attorney/litigation matters and personnel matters only.
Minutes retention	At least 7 years (official records, including minutes of member and board meetings).
Citation	Fla. Stat. §§720.303, 720.3032, 720.306.

These reflect statutory defaults for Florida 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.