

HOA Meeting Checklist -- Hawaii

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Hawaii. This reflects Hawaii Planned Community Associations Act, HRS Ch. 421J, 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 14 days before a regular, annual, or special association meeting.</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: No statutory percentage identified — set by the association's governing documents.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Yes — notice must state date, time, place, and agenda items, including the general nature...</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 agenda items, including the general nature...</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 percentage identified — see...

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 |

Written proxy, valid only for the specified meeting and its adjournments; must be delivered...

☐ 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 percentage identified — se...

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 Hawaii: No specific statutory reduced-quorum/reconvening procedure — governing documents control.

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 — board meetings other than executive sessions must be open to members

☐ 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 Hawaii, permitted categories: Personnel; litigation the association is or may become involved in; matters necessary to protect attorney-client privilege. The general nature of the matter must be announced in regular session before closing.

IF NO QUORUM -- ADJOURNMENT

☐ Quorum calculation announced and recorded

☐ All proxies and attendance records preserved

☐ Motion to adjourn made and passed

☐ Adjournment procedure followed
No specific statutory reduced-quorum/reconvening procedure — governing documents control

☐ New date / time / place announced or noted for re-notice

ADJOURNMENT

☐ Motion to adjourn made

☐ Ballots / proxies retained
Do not discard - needed if results are challenged

☐ Adjournment time recorded

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: At least 5 years for approved board minutes other than executive-sessi...

☐ Action items assigned with owner and deadline

☐ Records available for member inspection as required

☐ Next meeting date confirmed and calendared

HAWAII QUICK REFERENCE

Governing statute	Hawaii Planned Community Associations Act, HRS Ch. 421J.
Member meeting notice	At least 14 days before a regular, annual, or special association meeting.
Agenda in notice	Yes — notice must state date, time, place, and agenda items, including the general nature of proposed declaration/bylaw amendments, proposed special assessments (unless already authorized), and proposed board-member removal.
Member quorum default	No statutory percentage identified — set by the association's governing documents.
Proxy rules	Written proxy, valid only for the specified meeting and its adjournments; must be delivered by 4:30 p.m. on the second business day before the meeting; detailed statutory content requirements and restrictions apply.
If quorum fails	No specific statutory reduced-quorum/reconvening procedure — governing documents control.
Board meetings open	Yes — board meetings other than executive sessions must be open to members; the board must meet at least annually.
Board meeting notice	The statute's 14-day member-meeting notice rule (HRS §421J-3.5) expressly does not apply to board or committee meetings — no statutory numerical board-meeting notice period was located; check bylaws.

Board quorum default	Chapter 421J does not establish a numerical quorum percentage for planned-community association boards; Sec. 421J-5 instead refers to actions requiring "a majority of a quorum" without defining the quorum numerically. The general nonprofit quorum statute, HRS Sec. 414D-147, does not supply a Chapter 421J default because the current statutory framework treats planned-community associations separately.
Executive session	Personnel; litigation the association is or may become involved in; matters necessary to protect attorney-client privilege. The general nature of the matter must be announced in regular session before closing.
Minutes retention	At least 5 years for approved board minutes other than executive-session minutes.
Citation	HRS §§421J-3.5, 421J-4, 421J-5, 421J-7.

These reflect statutory defaults for Hawaii 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.