

HOA Meeting Checklist -- Iowa

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Iowa. This reflects Iowa has no comprehensive HOA/planned-community meeting statute. Ordinary HOAs organized as nonprofits are governed by the Revised Iowa Nonprofit Corporation Act, Iowa Code ch. 504. 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: 10-60 days before the meeting under §504.705; 30 days if mailed by a method other than first-class mail.</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: 10% of votes entitled to be cast, unless articles/bylaws provide a higher or lower percentage.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: No general requirement that an ordinary annual-meeting notice contain a complete agenda.</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>No general requirement that an ordinary annual-meeting notice contain a complete 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

10% of votes entitled to be cast, unless...

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

Permitted unless articles/bylaws prohibit or limit; default validity 11 months, never exc...

☐ 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?

10% of votes entitled to be cast, unles...

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 Iowa: No general statutory reconvened-meeting/reduced-quorum procedure — instead, §504.713(4) restricts business to notice-described matters when less than one-third of voting power is present.

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: No statutory requirement that ordinary nonprofit board meetings be open to the public

☐ 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 Iowa, permitted categories: No HOA-specific statutory executive-session categories — governed by bylaws.

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

No general statutory reconvened-meeting/reduced-quorum procedure — instead, §504.713

☐ 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: No specific Chapter 504 minutes-retention period — follow bylaws / gen...

☐ 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

IOWA QUICK REFERENCE

Governing statute	Iowa has no comprehensive HOA/planned-community meeting statute. Ordinary HOAs organized as nonprofits are governed by the Revised Iowa Nonprofit Corporation Act, Iowa Code ch. 504.
Member meeting notice	10-60 days before the meeting under §504.705; 30 days if mailed by a method other than first-class or registered mail.
Agenda in notice	No general requirement that an ordinary annual-meeting notice contain a complete agenda. However, when less than one-third of voting power is present, business is limited to matters described in the notice (§504.713(4)).
Member quorum default	10% of votes entitled to be cast, unless articles/bylaws provide a higher or lower quorum.
Proxy rules	Permitted unless articles/bylaws prohibit or limit; default validity 11 months, never exceeding 3 years from execution; revocable.
If quorum fails	No general statutory reconvened-meeting/reduced-quorum procedure — instead, §504.713(4) restricts business to notice-described matters when less than one-third of voting power is present.
Board meetings open	No statutory requirement that ordinary nonprofit board meetings be open to members — Chapter 504 governs corporate meeting mechanics, not an HOA open-meeting regime.

Board meeting notice	Governed by articles/bylaws and general corporate rules — no HOA-specific statutory notice period.
Board quorum default	Majority of directors in office; articles/bylaws may alter this but may not authorize fewer than one-third of directors.
Executive session	No HOA-specific statutory executive-session categories — governed by bylaws.
Minutes retention	No specific Chapter 504 minutes-retention period — follow bylaws / general corporate records retention practice.
Citation	Iowa Code §§504.701, 504.705, 504.713, 504.715, 504.825.

These reflect statutory defaults for Iowa 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.