

HOA Meeting Checklist -- Indiana

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Indiana. This reflects Indiana Homeowners Association Act, Ind. Code Title 32, Article 25.5. 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: No general numerical annual/member-meeting notice period is set by Article 32-25.5-3-3(f) expressly refers</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: Governed by the HOA's governing documents — §32-25.5-3-3(f) expressly refers</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Annual-meeting notice must include a written statement notifying members of the</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 notice must include a written statement notifying members of their right t...</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

Governed by the HOA's governing documen...

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 |

Highly specific statutory requirements under Ind. Code §32-25.5-3-10. A valid proxy must .

☐ 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?

Governed by the HOA's governing document...

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 Indiana: For board elections/appointments specifically: if a properly called meeting with board election/appointment as a purpose fails to achieve the governing-document quorum, incumbent directors continue serving until successors are selected and qualified (Ind. Code §32-25.5-3-11). No general reduced-quorum/reconvening mechanism exists for ordinary member meetings. Separate 2026 budget-specific rules: during the first 5 years after first developer-to-independent-owner sale, if quorum fails and governing documents expressly permit it, the board may adopt the next budget at no more than 110% of the prior budget (§3.2); after that period, at the lesser of 105% of the prior budget or the prior budget increased by the applicable Midwest CPI (§3.3).

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 — members have a statutory right to attend any meeting of the HOA.

☐ 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 Indiana, permitted categories: Indiana HOA members have a statutory right to attend board meetings, but the board may meet privately to discuss delinquent assessments and with legal counsel concerning initiation of litigation or pending or specifically threatened litigation.

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

For board elections/appointments specifically: if a properly called meeting with board el...

☐ 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: Certain written/electronic communications relating to HOA financial tr...

☐ 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

INDIANA QUICK REFERENCE

Governing statute

Indiana Homeowners Association Act, Ind. Code Title 32, Article 25.5.

Member meeting notice

No general numerical annual/member-meeting notice period is set by Article 32-25.5 — meetings are called/conducted per the HOA's governing documents. A specific mechanism exists for a member-demanded special meeting: 10% of members may submit a written demand, and if the board does not send notice within 30 days, a signing member may set the meeting and send notice. Ind. Code §32-25.5-3-2.

Agenda in notice

Annual-meeting notice must include a written statement notifying members of their right to demand a special meeting and the number of members required to demand one (Ind. Code §32-25.5-3-2, as amended by HB 1115 / P.L. 155-2026, effective 7/1/2026). No general statutory requirement exists for a complete agenda beyond requirements attached to particular business.

Member quorum default

Governed by the HOA's governing documents — §32-25.5-3-3(f) expressly refers to quorum "as defined in the governing documents." No universal statutory percentage. Special 2026 budget-meeting no-quorum provisions exist separately (see no_quorum field).

Proxy rules	Highly specific statutory requirements under Ind. Code §32-25.5-3-10. A valid proxy must include the member's name/address, proxy holder's name, date given, meeting date, member signature, and a perjury affirmation of authority to grant it. May be limited to specific matters; expires no later than 180 days after execution unless it states an earlier date. Exercised proxies must be retained with meeting records. Submission by hand, mail, fax, email, or other electronic means is permitted.
If quorum fails	For board elections/appointments specifically: if a properly called meeting with board election/appointment as a purpose fails to achieve the governing-document quorum, incumbent directors continue serving until successors are selected and qualified (Ind. Code §32-25.5-3-11). No general reduced-quorum/reconvening mechanism exists for ordinary member meetings. Separate 2026 budget-specific rules: during the first 5 years after first developer-to-independent-owner sale, if quorum fails and governing documents expressly permit it, the board may adopt the next budget at no more than 110% of the prior budget (§3.2); after that period, at the lesser of 105% of the prior budget or the prior budget increased by the applicable Midwest CPI (§3.3).
Board meetings open	Yes — members have a statutory right to attend any meeting of the HOA board, including an annual board meeting; minutes of board meetings must be available for inspection. Ind. Code §32-25.5-3-3(g).
Board meeting notice	At least 4 days' advance written notice, including an agenda; annual-board-meeting notice must also contain the special-meeting-right statement. Ind. Code §32-25.5-3-3(g), as amended by HB 1115 / P.L. 155-2026, effective July 1, 2026.
Board quorum default	Ind. Code Art. 32-25.5 (Homeowners Associations) does NOT itself establish a numerical board-quorum percentage — confirmed by full review of the article's official text. For an HOA organized as an Indiana nonprofit corporation, IC 23-17-15-5 (Indiana Nonprofit Corporation Act) supplies the default: "Except as otherwise provided in this article, articles of incorporation, or bylaws, a quorum of a board of directors consists of a majority of the directors in office immediately before a meeting begins." Articles/bylaws may not set a quorum below the greater of (1) one-third of directors in office or (2) two directors. If a quorum is present, the affirmative vote of a majority of directors present in person (or, for certain electric-cooperative mutual benefit corporations, present in person or by proxy) constitutes board action, unless the articles/bylaws require a greater vote.
Executive session	Indiana HOA members have a statutory right to attend board meetings, but the board may meet privately to discuss delinquent assessments and with legal counsel concerning initiation of litigation or pending or specifically threatened litigation.
Minutes retention	Certain written/electronic communications relating to HOA financial transactions must be retained for at least 2 years — this is not the same as a general board-minutes retention rule. Board/annual-meeting minutes must be made available for member inspection, but no separate general minutes-retention period was verified.
Citation	Ind. Code §§32-25.5-1-1, 32-25.5-3-2, 32-25.5-3-3, 32-25.5-3-3.2, 32-25.5-3-3.3, 32-25.5-3-10, 32-25.5-3-11. Amended by HB 1115 / Public Law 155-2026, enacted March 12, 2026, effective July 1, 2026.

These reflect statutory defaults for Indiana 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.