

HOA Meeting Checklist -- Louisiana

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Louisiana. This reflects Louisiana Planned Community Act, La. R.S. §§9:1141.1 et seq. 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: 30-60 days before annual and special meetings, unless reduced/waived for an emergency meeting</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: 20% of voting interest, unless bylaws provide otherwise; emergency quorum can be lower</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Yes — notice must state time, date, place, and agenda, including proposed community-documents</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 time, date, place, and agenda, including proposed community-documents</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 voting interest, unless bylaws p...

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 or electronic proxy; valid only for the meeting and recessed session; revocable; ...

☐ 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 voting interest, unless bylaws p...

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 Louisiana: The Louisiana Planned Community Act establishes a 20% member quorum unless the bylaws provide otherwise and a majority-of-board-votes quorum for board action unless the community documents specify a greater number. The statute does not establish a general reduced-quorum or reconvening procedure for an ordinary lack of 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, except statutory executive sessions. §9:1141.26(B)(1).

☐ 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 Louisiana, permitted categories: Attorney/legal matters; litigation/mediation/arbitration/administrative proceedings; labor/personnel; currently negotiated contracts/leases/commercial transactions including bids; or privacy matters. No final vote/action may be taken in executive session. §9:1141.26(B)(1)(a)-(e).

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

The Louisiana Planned Community Act establishes a 20% member quorum unless the bylaws provide otherwise.

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
- ☐ 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
- ☐ Records available for member inspection as required
- ☐ Any required post-meeting notices sent
- ☐ Action items assigned with owner and deadline
- ☐ Next meeting date confirmed and calendared

e.g. election results broadcast, assessment notices

Minutes retention: The Louisiana Planned Community Act requires the association to maintain minutes for 10 years.

LOUISIANA QUICK REFERENCE

Governing statute	Louisiana Planned Community Act, La. R.S. §§9:1141.1 et seq.
Member meeting notice	30-60 days before annual and special meetings, unless reduced/waived for an emergency. La. R.S. §9:1141.26(A)(1), (3), (4).
Agenda in notice	Yes — notice must state time, date, place, and agenda, including proposed community-document amendments, budget changes, and proposed removal of an elected director/officer. §9:1141.26(A)(3).
Member quorum default	20% of voting interest, unless bylaws provide otherwise; emergency quorum can be 10% if statutory emergency-notice requirements are met. §9:1141.27(A), (D).
Proxy rules	Written or electronic proxy; valid only for the meeting and recessed session; revocable; absentee ballots expressly authorized. Directors may not vote by proxy. §9:1141.28.
If quorum fails	The Louisiana Planned Community Act establishes a 20% member quorum unless the bylaws provide otherwise and a majority-of-board-votes quorum for board action unless the community documents specify a greater number. The statute does not establish a general reduced-quorum or reconvening procedure for an ordinary lack of quorum.

Board meetings open	Yes, except statutory executive sessions. §9:1141.26(B)(1).
Board meeting notice	At least 30 days, unless the meeting is already on a schedule provided to owners or is an emergency; notice must state time, date, place, and agenda. §9:1141.26(B)(5).
Board quorum default	Majority of the voting power on the board, unless the Part or community documents require a greater number. §9:1141.27(C).
Executive session	Attorney/legal matters; litigation/mediation/arbitration/administrative proceedings; labor/personnel; currently negotiated contracts/leases/commercial transactions including bids; or privacy matters. No final vote/action may be taken in executive session. §9:1141.26(B)(1)(a)-(e).
Minutes retention	The Louisiana Planned Community Act requires the association to maintain records, including minutes of meetings, but does not prescribe a specific statutory retention period for those minutes.
Citation	La. R.S. §§9:1141.1, 9:1141.25-9:1141.28, 9:1141.38. Substantially revised by Acts 2024, No. 158, §2, effective January 1, 2025.

These reflect statutory defaults for Louisiana 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.