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
- [ ] Special membership meeting
- [ ] Regular board meeting
- [ ] Special board meeting

REVIEW GOVERNING DOCUMENTS

- [ ] Declaration / CC&Rs
- [ ] Bylaws
- [ ] Adopted meeting/election rules
- [ ] Confirm notice deadline & method
  Notice: 30-60 days before annual and special meetings, unless reduced/waived for an eme
- [ ] Confirm quorum requirement
  Quorum: 20% of voting interest, unless bylaws provide otherwise; emergency quorum can
- [ ] Confirm agenda notice requirements
  Agenda: Yes — notice must state time, date, place, and agenda, including proposed comn

PREPARE & SEND NOTICE

- [ ] Notice sent by required method
  Mail / hand delivery / electronic as bylaws permit
- [ ] Notice sent within required window
- [ ] Notice includes: date, time, location
- [ ] Notice includes: agenda items
  Yes — notice must state time, date, place, and agenda, including proposed community-docum…
- [ ] Notice includes: election information (if applicable)
- [ ] Notice includes: proxy instructions (if applicable)
- [ ] Affidavit / proof of notice prepared

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
_____

QUORUM REQUIREMENT
20% of voting interest, unless bylaws p…

VOTES NEEDED FOR QUORUM
_____

MEETING DATE / TIME
_____

NOTICE SENT DATE
_____

NOTICE METHOD
_____

MINUTES RECORDER
_____

ELECTION REQUIRED?
Yes / No

VERIFY PROXIES (MEMBERSHIP MEETINGS)

- [ ] Each proxy is signed
- [ ] Each proxy is dated
- [ ] Each proxy identifies the meeting
- [ ] No conflicting / duplicate proxies
- [ ] Proxies logged in a proxy register
- [ ] 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
- [ ] Nomination procedure followed
- [ ] Voting method determined (secret / open ballot)
- [ ] Who counts ballots - identified in advance
- [ ] Tie procedure established
- [ ] Ballot / proxy forms prepared

PHASE 2 - AT THE MEETING

OPENING

- [ ] Call meeting to order - record exact time
- [ ] Confirm proof of notice
- [ ] Identify presiding officer
- [ ] Identify minutes recorder

ESTABLISH QUORUM -- BEFORE ANY VOTE

OWNERS PRESENT	_____
VALID PROXIES	_____
TOTAL REPRESENTED	_____
REQUIRED FOR QUORUM	20% of voting interest, unless bylaws p…
QUORUM ACHIEVED?	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
- [ ] State each motion clearly before voting
- [ ] Record who made and seconded each motion
- [ ] Record the exact vote count and result
- [ ] Do not vote on matters outside the agenda
  Especially amendments, assessments, director removal
- [ ] Do not conduct member business at a board meeting
- [ ] Member speaking rights observed
  Open meetings: Yes, except statutory executive sessions. §9:1141.26(B)(1).

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 byla

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: The Louisiana Planned Community Act requires the association to mainta…

- [ ] 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

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.