

HOA Meeting Checklist -- Maryland

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Maryland. This reflects Maryland Homeowners Association Act, Md. Code, Real Property §§11B-101 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: Reasonable notice of regularly scheduled open HOA meetings. Md. Real Prop. §11B-101 et seq.</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: No general statutory quorum percentage is set by the HOA Act itself — check governing documents.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: No general statutory requirement that ordinary annual-meeting notice contain a detailed 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 statutory requirement that ordinary annual-meeting notice contain a detailed 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

No general statutory quorum percentage ...

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 |

No general statutory proxy-expiration period was located for Maryland HOA member votes.

☐ 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 general statutory quorum percentage ...

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 Maryland: A special statutory procedure exists: if the original meeting notice states the procedure may be invoked and gives the date/time/place of the additional meeting, and a majority of owners present vote to call it, an additional meeting may occur at least 15 days later, with separate notice given at least 10 days beforehand. At that meeting, owners present in person or by proxy constitute a quorum, and ordinarily a majority of those present may act. Md. Real Prop. §11B-111(6).

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, subject to statutory closed-session exceptions. §11B-111(1), (4).

☐ 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 Maryland, permitted categories: Personnel; protection of individual privacy/reputation unrelated to HOA business; legal counsel; pending/potential litigation or legal matters; criminal investigations; business transactions in negotiation where disclosure could harm the HOA; legally protected confidential matters; and individual owner assessment accounts. §11B-111(4).

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

A special statutory procedure exists: if the original meeting notice states the procedure...

☐ 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: §11B-112 creates access/delivery obligations for minutes, including 21...

☐ 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

MARYLAND QUICK REFERENCE

Governing statute	Maryland Homeowners Association Act, Md. Code, Real Property §§11B-101 et seq.
Member meeting notice	Reasonable notice of regularly scheduled open HOA meetings. Md. Real Prop. §11B-111(2).
Agenda in notice	No general statutory requirement that ordinary annual-meeting notice contain a detailed agenda; however, comments may be limited to agenda topics at special/specific-topic meetings, and at least one open-agenda meeting is required annually. §11B-111(3).
Member quorum default	No general statutory quorum percentage is set by the HOA Act itself — check governing documents. A special fallback procedure applies when a properly called meeting lacks quorum (see no_quorum field).
Proxy rules	No general statutory proxy-expiration period was located for Maryland HOA member votes. Md. Code, Real Property §11B-111 (open meetings/quorum) and §11B-113.2 (electronic voting/proxies) both reference proxy voting but neither prescribes a duration or expiration period. The general nonstock-corporation provisions (Corporations and Associations Article §5-202, permitting a charter/bylaws to deny or limit proxy voting; §5-206, additional-meeting quorum) likewise do not impose a statutory proxy-expiration period. Proxy duration for a Maryland HOA is left to the governing documents.

If quorum fails	A special statutory procedure exists: if the original meeting notice states the procedure may be invoked and gives the date/time/place of the additional meeting, and a majority of owners present vote to call it, an additional meeting may occur at least 15 days later, with separate notice given at least 10 days beforehand. At that meeting, owners present in person or by proxy constitute a quorum, and ordinarily a majority of those present may act. Md. Real Prop. §11B-111(6).
Board meetings open	Yes, subject to statutory closed-session exceptions. §11B-111(1), (4).
Board meeting notice	Reasonable notice of regularly scheduled open meetings; no numerical board-meeting notice period is set by statute. §11B-111(2).
Board quorum default	No general statutory board-quorum percentage is set by the HOA Act — check governing documents.
Executive session	Personnel; protection of individual privacy/reputation unrelated to HOA business; legal counsel; pending/potential litigation or legal matters; criminal investigations; business transactions in negotiation where disclosure could harm the HOA; legally protected confidential matters; and individual owner assessment accounts. §11B-111(4).
Minutes retention	§11B-112 creates access/delivery obligations for minutes, including 21/45-day delivery periods depending on age of the minutes, but does not establish a simple "retain X years" rule — no general statutory retention period confirmed.
Citation	Md. Real Prop. §§11B-101 et seq., particularly §§11B-106.1, 11B-111, 11B-112.

These reflect statutory defaults for Maryland 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.