

HOA Meeting Checklist -- Minnesota

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Minnesota. This reflects Minnesota Common Interest Ownership Act, Minn. Stat. ch. 515B, governing common interest communities including planned communities. 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: 21-30 days for annual meetings; 7-30 days for special meetings. Minn. Stat. §515B.3-1</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: More than 20% of association votes, unless bylaws provide otherwise. §515B.3-1</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Notice must state date, time, place, and purposes; if proxies are permitted, noti...</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>Notice must state date, time, place, and purposes; if proxies are permitted, notice must ...</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

More than 20% of association votes, unl...

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 if articles/bylaws allow; governed by §515B.3-110 — the statute does not impose

☐ 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?

More than 20% of association votes, unl...

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 Minnesota: No specific reduced-quorum/reconvening formula located in Chapter 515B — bylaws and applicable corporate law control.

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 — board meetings must be open to unit owners. §515B.3-103(g).

☐ 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 Minnesota, permitted categories: Personnel; pending/potential litigation, arbitration, or adversarial proceedings under statutory conditions; criminal activity where closure is necessary to protect the victim or investigation. §515B.3-103(g).

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 specific reduced-quorum/reconvening formula located in Chapter 515B — bylaws and c

☐ 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: 6-year retention requirement for association records, including meetin...

☐ 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

MINNESOTA QUICK REFERENCE

Governing statute	Minnesota Common Interest Ownership Act, Minn. Stat. ch. 515B, governing common interest communities including planned communities.
Member meeting notice	21-30 days for annual meetings; 7-30 days for special meetings. Minn. Stat. §515B.3-108(b).
Agenda in notice	Notice must state date, time, place, and purposes; if proxies are permitted, notice must explain proxy procedures. §515B.3-108(c).
Member quorum default	More than 20% of association votes, unless bylaws provide otherwise. §515B.3-109(a).
Proxy rules	Permitted if articles/bylaws allow; governed by §515B.3-110 — the statute does not impose the 11-month/3-year general nonprofit-act default.
If quorum fails	No specific reduced-quorum/reconvening formula located in Chapter 515B — bylaws and applicable corporate law control.
Board meetings open	Yes — board meetings must be open to unit owners. §515B.3-103(g).

Board meeting notice	Reasonable notice to unit owners; no fixed numerical notice period. No notice required where date/time/place are established in governing documents, announced at a previous board meeting, properly posted, or emergency circumstances require immediate action. §515B.3-103(g).
Board quorum default	More than 50% of board votes, unless bylaws provide otherwise. §515B.3-109(b).
Executive session	Personnel; pending/potential litigation, arbitration, or adversarial proceedings under statutory conditions; criminal activity where closure is necessary to protect the victim or investigation. §515B.3-103(g).
Minutes retention	6-year retention requirement for association records, including meeting minutes. Minn. Stat. §515B.3-118.
Citation	Minn. Stat. §§515B.3-103, 515B.3-108, 515B.3-109, 515B.3-110, 515B.3-118. Amended by 2026 Minn. Laws ch. 61 (§515B.3-103, effective Aug. 1, 2026) and ch. 82.

These reflect statutory defaults for Minnesota 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.