

HOA Meeting Checklist -- North Carolina

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in North Carolina. This reflects North Carolina Planned Community Act, N.C.G.S. Chapter 47F, 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

- | | |
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| ☐ Annual / membership meeting | ☐ Regular board meeting |
| ☐ Special membership meeting | ☐ Special board meeting |

REVIEW GOVERNING DOCUMENTS

- | | |
|---|---|
| ☐ Declaration / CC&Rs | ☐ Confirm notice deadline & method
<i>Notice: 10-60 days before any association meeting. N.C.G.S. §47F-3-108(a).</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: 10% of votes that may be cast for executive-board election, unless bylaws provide otherwise.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Yes — notice must state time/place and agenda items, including the general nature of proposed business.</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/place and agenda items, including the general nature of proposed business.</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

10% of votes that may be cast for executive-board election, unless bylaws provide otherwise.

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
<i>Permitted; must be dated; expires 11 months after date unless a shorter period is specified in governing documents.</i> |

- ☐ 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

- | | |
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| ☐ 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?

10% of votes that may be cast for execu...

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 North Carolina: Meeting may be adjourned by majority of those present; next-meeting quorum is reduced by 50%, with successive 50% reductions until quorum is achieved. §47F-3-109(c).

CONDUCT THE MEETING

- | | |
|---|--|
| ☐ Follow the prepared agenda | ☐ Do not vote on matters outside the agenda
<i>Especially amendments, assessments, director removal</i> |
| ☐ 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
<i>Open meetings: Regular board meetings must, at regular intervals, provide owners an opp</i> |
| ☐ 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 North Carolina, permitted categories: No separate statutory list of executive-session categories in §§47F-3-108/109 — bylaws and applicable parliamentary rules control.

IF NO QUORUM -- ADJOURNMENT

- | | |
|--|---|
| ☐ Quorum calculation announced and recorded | ☐ All proxies and attendance records preserved |
|--|---|

- ☐ Motion to adjourn made and passed
- ☐ Adjournment procedure followed
Meeting may be adjourned by majority of those present; next-meeting quorum is reduced by 50%.

- ☐ New date / time / place announced or noted for re-notice

ADJOURNMENT

- ☐ Motion to adjourn made
- ☐ Ballots / proxies retained
Do not discard - needed if results are challenged
- ☐ Adjournment time recorded

PHASE 3 - AFTER THE MEETING

DRAFT MINUTES -- PROMPTLY

- ☐ Association name, meeting type, date, time, location
- ☐ Maker and seconder of each motion
- ☐ Presiding officer and minutes recorder identified
- ☐ Vote count and result for each motion
- ☐ Proof of notice recorded
- ☐ Election results recorded
- ☐ Quorum calculation recorded
Owners present + valid proxies = total represented vs. required
- ☐ Executive session entry / exit times and any required summary
- ☐ Each motion stated precisely
- ☐ 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
- ☐ Any required post-meeting notices sent
e.g. election results broadcast, assessment notices
- ☐ Ballots and proxies retained
Minutes retention: No specific numerical statutory retention period located.
- ☐ Action items assigned with owner and deadline
- ☐ Records available for member inspection as required
- ☐ Next meeting date confirmed and calendared

NORTH CAROLINA QUICK REFERENCE

Governing statute	North Carolina Planned Community Act, N.C.G.S. Chapter 47F.
Member meeting notice	10-60 days before any association meeting. N.C.G.S. §47F-3-108(a).
Agenda in notice	Yes — notice must state time/place and agenda items, including the general nature of proposed declaration/bylaw amendments, budget changes, and proposal to remove a director/officer. §47F-3-108(a).
Member quorum default	10% of votes that may be cast for executive-board election, unless bylaws provide otherwise. §47F-3-109(a).
Proxy rules	Permitted; must be dated; expires 11 months after date unless a shorter period is specified. N.C.G.S. §47F-3-110.
If quorum fails	Meeting may be adjourned by majority of those present; next-meeting quorum is reduced by 50%, with successive 50% reductions until quorum is achieved. §47F-3-109(c).
Board meetings open	Regular board meetings must, at regular intervals, provide owners an opportunity to attend part of the meeting and speak to the board. §47F-3-108(b).
Board meeting notice	No fixed statutory numerical notice period — board meetings are held as provided in bylaws. §47F-3-108(b).
Board quorum default	50% of board votes unless bylaws specify a larger percentage. §47F-3-109(b).

Executive session	No separate statutory list of executive-session categories in §§47F-3-108/109 — bylaws and applicable parliamentary rules control.
Minutes retention	No specific numerical statutory retention period located.
Citation	N.C.G.S. §§47F-3-108, 47F-3-109, 47F-3-110. §47F-3-108 amended by 2025 N.C. Sess. Laws ch. 25.

These reflect statutory defaults for North Carolina 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.