

HOA Meeting Checklist -- New Hampshire

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in New Hampshire. This reflects New Hampshire has no comprehensive HOA/planned-community meeting statute. HOAs organized under New Hampshire's voluntary-corporation framework are governed by RSA ch. 292 (Voluntary Corporations and Associations) — not RSA ch. 293-A, which is the Business Corporation Act and does not govern nonprofit HOAs. 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: No general statutory numerical notice default was verified under RSA ch. 292 — ch...</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: No general numeric statutory quorum default was verified under RSA ch. 292 — r...</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: No general statutory agenda requirement was verified under RSA ch. 292 — gov...</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 agenda requirement was verified under RSA ch. 292 — governing docume...</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 numeric statutory quorum def...

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 rule was verified under RSA ch. 292 — check your governing documents

☐ 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 numeric statutory quorum def...

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 New Hampshire: No general statutory procedure verified — follow governing documents.

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: No statutory requirement that board meetings be open to members was lo

☐ 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 New Hampshire, permitted categories: No statutory nonprofit executive-session categories located.

IF NO QUORUM -- ADJOURNMENT

☐ Quorum calculation announced and recorded

☐ All proxies and attendance records preserved

☐ Motion to adjourn made and passed

☐ Adjournment procedure followed

No general statutory procedure verified — follow governing documents.

☐ 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

☐ Executive session entry / exit times and any required summary

Owners present + valid proxies = total represented vs. required

☐ 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

☐ Action items assigned with owner and deadline

Minutes retention: No specific statutory numerical retention period located.

☐ Records available for member inspection as required

☐ Next meeting date confirmed and calendared

NEW HAMPSHIRE QUICK REFERENCE

Governing statute	New Hampshire has no comprehensive HOA/planned-community meeting statute. HOAs organized under New Hampshire's voluntary-corporation framework are governed by RSA ch. 292 (Voluntary Corporations and Associations) — not RSA ch. 293-A, which is the Business Corporation Act and does not govern nonprofit HOAs.
Member meeting notice	No general statutory numerical notice default was verified under RSA ch. 292 — check your governing documents. (Note: a commonly cited 10-60 day rule under RSA 293-A:7.05 applies to business-corporation shareholders, not nonprofit HOAs, and should not be used.)
Agenda in notice	No general statutory agenda requirement was verified under RSA ch. 292 — governing documents control.
Member quorum default	No general numeric statutory quorum default was verified under RSA ch. 292 — check your governing documents. (Note: a commonly cited majority-quorum rule under RSA 293-A:7.25 applies to business-corporation shareholders, not nonprofit HOAs.)
Proxy rules	No general statutory proxy rule was verified under RSA ch. 292 — check your governing documents. (Note: RSA 293-A:7.22 applies to business-corporation shareholders, not nonprofit HOAs.)
If quorum fails	No general statutory procedure verified — follow governing documents.
Board meetings open	No statutory requirement that board meetings be open to members was located.

Board meeting notice	No general statutory numerical board-notice requirement was verified under RSA ch. 292 — check your governing documents. (Note: RSA 293-A:8.22's 2-day special-board-meeting rule applies to business corporations, not nonprofit HOAs.)
Board quorum default	No general numeric statutory board-quorum default was verified under RSA ch. 292 — check your governing documents. (Note: RSA 293-A:8.24's majority/one-third rule applies to business corporations, not nonprofit HOAs.)
Executive session	No statutory nonprofit executive-session categories located.
Minutes retention	No specific statutory numerical retention period located.
Citation	RSA ch. 292 (Voluntary Corporations and Associations). RSA 356-B is New Hampshire's condominium statute and does not apply to non-condominium planned-community HOAs. RSA ch. 293-A is the Business Corporation Act and does not govern nonprofit HOAs — do not cite it for HOA meeting rules.

These reflect statutory defaults for New Hampshire 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.