

HOA Meeting Checklist -- Nevada

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Nevada. This reflects Nevada Revised Statutes Chapter 116, Common-Interest Ownership (Uniform Act), particularly §§116.3108, 116.31083, 116.31085, 116.3109, and 116.311 ("Meetings and Voting"). 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: Annual meeting required at least once each year; special-meeting procedures are...</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: 20% of association votes unless governing documents provide otherwise, subject...</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Statutory agenda requirements apply — §116.3108 requires an agenda with spec...</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>Statutory agenda requirements apply — §116.3108 requires an agenda with specific statutor...</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

20% of association votes unless governi...

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

Highly regulated. A proxy must designate the meeting, identify agenda items unless used

☐ 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?

20% of association votes unless governi...

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 Nevada: If governing documents require more than 20% and quorum is absent, members present may adjourn 48 hours to 30 days; at the subsequent meeting the statutory 20% threshold can operate as the deemed quorum, subject to statutory limits. NRS §116.3109(2).

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: Owners may attend and speak at executive-board meetings, subject to sta

☐ 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 Nevada, permitted categories: Attorney-client privileged consultation; character/misconduct/professional competence/health of a manager or employee; governing-document violations including nonpayment; certain construction-schedule violations. Bids and contracts cannot be handled in executive session. §116.31085(2).

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

If governing documents require more than 20% and quorum is absent, members present may adjourn 48 hours to 30 days; at the subsequent meeting the statutory 20% threshold can operate as the deemed quorum, subject to statutory limits. NRS §116.3109(2).

☐ 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: Association records generally must be maintained at least 10 years; ow...

☐ 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

NEVADA QUICK REFERENCE

Governing statute	Nevada Revised Statutes Chapter 116, Common-Interest Ownership (Uniform Act), particularly §§116.3108, 116.31083, 116.31085, 116.3109, and 116.311 ("Meetings and Voting").
Member meeting notice	Annual meeting required at least once each year; special-meeting procedures are statutory; §116.3108 contains detailed notice requirements.
Agenda in notice	Statutory agenda requirements apply — §116.3108 requires an agenda with specific statutory content requirements.
Member quorum default	20% of association votes unless governing documents provide otherwise, subject to the statutory reduced-quorum procedure. NRS §116.3109.
Proxy rules	Highly regulated. A proxy must designate the meeting, identify agenda items unless used solely for quorum, specify voting direction for designated items, and terminates immediately after the meeting/recessed sessions. NRS §116.311.
If quorum fails	If governing documents require more than 20% and quorum is absent, members present may adjourn 48 hours to 30 days; at the subsequent meeting the statutory 20% threshold can operate as the deemed quorum, subject to statutory limits. NRS §116.3109(2).

Board meetings open	Owners may attend and speak at executive-board meetings, subject to statutory executive-session rules. NRS §§116.31083, 116.31085.
Board meeting notice	Generally at least 10 days before an executive-board meeting, subject to statutory exceptions, emergencies, and any longer bylaws requirement. NRS §116.31083(2).
Board quorum default	Majority of votes on the board unless governing documents specify a larger number. NRS §116.3109(3).
Executive session	Attorney-client privileged consultation; character/misconduct/professional competence/health of a manager or employee; governing-document violations including nonpayment; certain construction-schedule violations. Bids and contracts cannot be handled in executive session. §116.31085(2).
Minutes retention	Association records generally must be maintained at least 10 years; owner and board meeting minutes are separately governed by §§116.3108 and 116.31083.
Citation	NRS §§116.3108, 116.31083, 116.31085, 116.3109, 116.311.

These reflect statutory defaults for Nevada 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.