

HOA Meeting Checklist -- Ohio

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Ohio. This reflects Ohio Planned Community Law, R.C. Chapter 5312. 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: The chapter requires the bylaws to establish the time/place and manner of calling.</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: No numeric HOA-specific membership quorum is set by Chapter 5312 — governing documents.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: No universal statutory agenda-content requirement was located.</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 universal statutory agenda-content requirement was located.</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 numeric HOA-specific membership quor...

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 HOA-specific proxy duration/restriction is set by Chapter 5312 — 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 numeric HOA-specific membership quor...

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 Ohio: No HOA-specific statutory reduced-quorum procedure was located.

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 other than directors have no statutory right to attend or participa..

☐ 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 Ohio, permitted categories: No Chapter 5312 executive-session categories were 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 HOA-specific statutory reduced-quorum procedure was located.

☐ 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 retention period is located in Chapter 5312.

☐ Records available for member inspection as required

☐ Next meeting date confirmed and calendared

OHIO QUICK REFERENCE

Governing statute	Ohio Planned Community Law, R.C. Chapter 5312.
Member meeting notice	The chapter requires the bylaws to establish the time/place and manner of calling, conducting, and giving notice of meetings — no universal numerical statutory notice window applies. R.C. §5312.02(B)(8).
Agenda in notice	No universal statutory agenda-content requirement was located.
Member quorum default	No numeric HOA-specific membership quorum is set by Chapter 5312 — governing documents control.
Proxy rules	No HOA-specific proxy duration/restriction is set by Chapter 5312 — governing documents and applicable corporate law control.
If quorum fails	No HOA-specific statutory reduced-quorum procedure was located.
Board meetings open	Owners other than directors have no statutory right to attend or participate in board deliberations unless the board expressly authorizes it. R.C. §5312.04(F).
Board meeting notice	Governing documents control — §5312.02(B)(8) requires the bylaws to provide the manner of giving meeting notice.
Board quorum default	Chapter 5312 does not establish a numerical quorum percentage for an owners-association board. Sec. 5312.03 establishes the board's authority and composition, while Sec. 5312.04 governs board meetings without prescribing a numerical quorum, leaving the applicable quorum to the association's governing framework.

Executive session	No Chapter 5312 executive-session categories were located.
Minutes retention	No specific retention period is located in Chapter 5312.
Citation	R.C. §§5312.02, 5312.04.

These reflect statutory defaults for Ohio 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.