

HOA Meeting Checklist -- Oklahoma

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Oklahoma. This reflects Oklahoma Real Estate Development Act, 60 O.S. §§851-858, establishes the development/association framework but is not a comprehensive HOA meeting regime; general meeting rules for a nonstock corporation come from Title 18, particularly 18 O.S. §§1027 and 1060. 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 Real Estate Development Act meeting-notice default — applicable corporate documents apply.</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: For a nonstock corporation, the certificate/bylaws may specify quorum; absent specification, a majority of the board is required.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: No HOA-specific statutory agenda requirement.</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 HOA-specific statutory agenda requirement.</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

For a nonstock corporation, the certificate of incorporation or the bylaws shall specify the number of shares or the number of members, whichever is less, the presence of which shall constitute a quorum for the transaction of business.

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

Nonstock members may vote in person or by proxy; a proxy may not be voted after 3 years

☐ 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?

For a nonstock corporation, the certifi...

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 Oklahoma: No HOA-specific reduced-quorum procedure was verified.

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 HOA-specific open-board requirement was verified.

☐ 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 Oklahoma, permitted categories: No HOA-specific executive-session categories were verified.

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 reduced-quorum procedure was verified.
- ☐ 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 HOA meeting-minutes retention period was verified.
- ☐ Action items assigned with owner and deadline
- ☐ Records available for member inspection as required
- ☐ Next meeting date confirmed and calendared

OKLAHOMA QUICK REFERENCE

Governing statute	Oklahoma Real Estate Development Act, 60 O.S. §§851-858, establishes the development/association framework but is not a comprehensive HOA meeting regime; general meeting rules for a nonstock corporation come from Title 18, particularly 18 O.S. §§1027 and 1060.
Member meeting notice	No Real Estate Development Act meeting-notice default — applicable corporate documents/law control.
Agenda in notice	No HOA-specific statutory agenda requirement.
Member quorum default	For a nonstock corporation, the certificate/bylaws may specify quorum; absent specification, one-third of members constitutes quorum. 18 O.S. §1060(C).
Proxy rules	Nonstock members may vote in person or by proxy; a proxy may not be voted after 3 years unless it provides for a longer period. 18 O.S. §1060(B).
If quorum fails	No HOA-specific reduced-quorum procedure was verified.
Board meetings open	No HOA-specific open-board requirement was verified.
Board meeting notice	No HOA-specific statutory board-notice period was verified.

Board quorum default	For nonstock corporations, governing documents may modify the default; §18-1027 permits less than one-third if provided by certificate/bylaws.
Executive session	No HOA-specific executive-session categories were verified.
Minutes retention	No specific HOA meeting-minutes retention period was verified.
Citation	60 O.S. §§851-858; 18 O.S. §§1060, 1027 as applicable.

These reflect statutory defaults for Oklahoma 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.