

HOA Meeting Checklist -- Oregon

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Oregon. This reflects Oregon Planned Community Act, ORS §§94.550-94.783, particularly §§94.644, 94.650, 94.655, 94.658-94.661, 94.670. 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: Notice of an Oregon planned-community owners' meeting must be delivered not less than 10 business days before the meeting.</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: 20% of votes unless declaration/bylaws require a greater percentage; specific requirements may apply.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Notice of an Oregon planned-community owners' meeting must state the date, time, and place of the meeting.</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>Notice of an Oregon planned-community owners' meeting must state the date, time, and place of the meeting.</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 votes unless declaration/bylaws ...

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

Unless the declaration, bylaws, or statute provides otherwise, an owner may vote by proxy

☐ 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 votes unless declaration/bylaws ...

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 Oregon: Owners present may adjourn; subsequent quorum is generally the greater of one-half the original documented quorum or 20%, subject to statutory conditions. §94.655.

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: Yes — all board meetings are open to owner attendance except statutory

☐ 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 Oregon, permitted categories: Attorney consultation; personnel matters; third-party contract negotiations; collection of unpaid assessments. ORS §94.644(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

Owners present may adjourn; subsequent quorum is generally the greater of one-half the

☐ 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: General records must be retained for periods specified by ORS 65.771 o...

☐ 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

OREGON QUICK REFERENCE

Governing statute	Oregon Planned Community Act, ORS §§94.550-94.783, particularly §§94.644, 94.650, 94.655, 94.658-94.661, 94.670.
Member meeting notice	Notice of an Oregon planned-community owners' meeting must be delivered not less than 10 days and not more than 50 days before the meeting, by hand delivery or mail to each owner and to requesting mortgagees.
Agenda in notice	Notice of an Oregon planned-community owners' meeting must state the date, time, and place and the items on the agenda. It must also identify the general nature of any proposed declaration or bylaw amendment, budget change, or proposal to remove a director or owner-elected officer.
Member quorum default	20% of votes unless declaration/bylaws require a greater percentage; specific reduced-quorum rules apply after adjournment. ORS §94.655.
Proxy rules	Unless the declaration, bylaws, or statute provides otherwise, an owner may vote by proxy. The proxy must be dated and signed, cannot be undated or purport to be revocable without notice, and terminates one year after its date unless it specifies a shorter term; electronic copies are valid when provided through permitted electronic means.

If quorum fails	Owners present may adjourn; subsequent quorum is generally the greater of one-half the original documented quorum or 20%, subject to statutory conditions. §94.655.
Board meetings open	Yes — all board meetings are open to owner attendance except statutory executive sessions. ORS §94.644(1).
Board meeting notice	For planned communities in which a majority of lots are principal residences, nonemergency board-meeting notice must generally be posted at least 3 days beforehand or provided by a reasonably calculated method. ORS §94.644(6).
Board quorum default	For a planned-community HOA, the nonprofit-corporation board-quorum rule applies through ORS 94.640: unless the articles or bylaws provide otherwise, a board quorum is a majority of the directors in office, and the governing documents may authorize a quorum as low as one-third.
Executive session	Attorney consultation; personnel matters; third-party contract negotiations; collection of unpaid assessments. ORS §94.644(2).
Minutes retention	General records must be retained for periods specified by ORS 65.771 or other applicable law; proxies/ballots specifically for 1 year. A single universal meeting-minutes retention number was not established — check ORS §94.670.
Citation	ORS §§94.644, 94.650, 94.655, 94.658-94.661, 94.670.

These reflect statutory defaults for Oregon 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.