

HOA Meeting Checklist -- Pennsylvania

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Pennsylvania. This reflects Uniform Planned Community Act, 68 Pa.C.S. Chapter 53, particularly §§5308, 5309, 5310. 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: 10-60 days; bylaws designate the responsible officer; notice must state time/plac...</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: 20% unless bylaws provide otherwise; bylaws may reduce it, but not below 10%.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: Required, with the specific contents listed above. §5308(a).</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>Required, with the specific contents listed above. §5308(a).</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% unless bylaws provide otherwise; by...

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

Governed by §5310 — more than a general "bylaws/general corporation law" matter.

☐ 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% unless bylaws provide otherwise; by...

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 Pennsylvania: After two subsequent failed meetings, the association may use the 15 Pa.C.S. §5756(b) procedure, subject to declaration/bylaws. §5309(a)(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: No general Chapter 53 open-board requirement was located.

☐ 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 Pennsylvania, permitted categories: No Chapter 53 executive-session categories were verified.

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

After two subsequent failed meetings, the association may use the 15 Pa.C.S. §5756(b) procedure.

☐ 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: A 2022 amendment (Act 115 of 2022) provides that recordings made under...

☐ 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

PENNSYLVANIA QUICK REFERENCE

Governing statute	Uniform Planned Community Act, 68 Pa.C.S. Chapter 53, particularly §§5308, 5309, 5310.
Member meeting notice	10-60 days; bylaws designate the responsible officer; notice must state time/place and agenda items, including proposed declaration/bylaw amendments, budget/assessment changes, and specified director/officer-removal proposals. §5308(a).
Agenda in notice	Required, with the specific contents listed above. §5308(a).
Member quorum default	20% unless bylaws provide otherwise; bylaws may reduce it, but not below 10%. §5309(a)(1).
Proxy rules	Governed by §5310 — more than a general "bylaws/general corporation law" matter.
If quorum fails	After two subsequent failed meetings, the association may use the 15 Pa.C.S. §5756(b) procedure, subject to declaration/bylaws. §5309(a)(2).
Board meetings open	No general Chapter 53 open-board requirement was located.

Board meeting notice	No separate universal board-meeting notice period was located — §5308 supplies the association-meeting notice rules.
Board quorum default	50% of board votes unless bylaws specify a larger number. §5309(b).
Executive session	No Chapter 53 executive-session categories were verified.
Minutes retention	A 2022 amendment (Act 115 of 2022) provides that recordings made under §5308(e) must be maintained at least 6 months; a separate statutory minutes-retention period was not verified.
Citation	68 Pa.C.S. §§5308, 5309, 5310. §5309 was materially amended by Act 115 of 2022.

These reflect statutory defaults for Pennsylvania 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.