

HOA Meeting Checklist -- South Carolina

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in South Carolina. This reflects South Carolina Homeowners Association Act, S.C. Code §§27-30-110 through 27-30-170, is a narrow HOA-specific act — it does not establish a comprehensive annual/member/board meeting regime. 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 general annual/membership-meeting notice window is set by Chapter 27-30. §27-30-110.</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: No HOA-specific statutory quorum default — depends on governing documents and adopted rules.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: No general statutory agenda requirement was verified.</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 general statutory agenda requirement was verified.</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 HOA-specific statutory quorum default...

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 rule in Chapter 27-30 — check governing documents and applicable

☐ 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 HOA-specific statutory quorum default...

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 South Carolina: No HOA-specific statutory 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 in Chapter 27-30 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 South Carolina, permitted categories: No HOA-specific statutory categories were verified.

IF NO QUORUM -- ADJOURNMENT

☐ Quorum calculation announced and recorded

☐ All proxies and attendance records preserved

- ☐ Motion to adjourn made and passed
- ☐ New date / time / place announced or noted for re-notice

- ☐ Adjournment procedure followed
No HOA-specific statutory procedure was verified.

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
- ☐ 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: No specific Chapter 27-30 minutes-retention period was verified.
- ☐ 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

SOUTH CAROLINA QUICK REFERENCE

Governing statute	South Carolina Homeowners Association Act, S.C. Code §§27-30-110 through 27-30-170, is a narrow HOA-specific act — it does not establish a comprehensive annual/member/board meeting regime.
Member meeting notice	No general annual/membership-meeting notice window is set by Chapter 27-30. §27-30-140 instead governs notice specifically for a meeting at which an annual-budget increase is considered, and expressly does not apply to HOAs incorporated under the South Carolina Nonprofit Corporation Act.
Agenda in notice	No general statutory agenda requirement was verified.
Member quorum default	No HOA-specific statutory quorum default — depends on governing documents and applicable corporate law.
Proxy rules	No HOA-specific proxy rule in Chapter 27-30 — check governing documents and applicable corporate law.
If quorum fails	No HOA-specific statutory procedure was verified.
Board meetings open	No HOA-specific open-board requirement in Chapter 27-30 was verified.
Board meeting notice	No general board-meeting notice period was verified.

Board quorum default	No HOA-specific numeric board quorum was verified.
Executive session	No HOA-specific statutory categories were verified.
Minutes retention	No specific Chapter 27-30 minutes-retention period was verified.
Citation	S.C. Code §§27-30-110 through 27-30-170, particularly §27-30-140 (48-hour notice requirement specifically for budget-increase meetings; does not apply to HOAs incorporated under the SC Nonprofit Corporation Act).

These reflect statutory defaults for South Carolina 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.