

HOA Meeting Checklist -- Utah

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Utah. This reflects Utah Community Association Act, Utah Code Title 57, Chapter 8a. 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 specific Chapter 8a statutory notice window for ordinary member meetings — S</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: No statutory Chapter 8a default — §57-8a-216(2)(h) specifically requires the byla</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: No Chapter 8a requirement that ordinary member-meeting notices contain an age</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 Chapter 8a requirement that ordinary member-meeting notices contain an agenda or speci...</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 statutory Chapter 8a default — §57-8...

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 specific Chapter 8a proxy-voting rule for member meetings — §57-8a-216 requires byla

☐ 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 statutory Chapter 8a default — §57-8...

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 Utah: No Chapter 8a statutory procedure for an ordinary member meeting that lacks quorum — quorum is a bylaw matter under §57-8a-216(2)(h); follow governing documents.

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: Board meetings generally must be open to lot owners, subject to 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 Utah, permitted categories: Six statutory categories under §57-8a-226(3)(b): (1) consult with association attorney for legal advice; (2) ongoing/potential litigation, mediation, arbitration, or administrative proceedings; (3) personnel matters; (4) contract negotiations, including review of a bid/proposal; (5) a matter involving an individual where discussion is likely to cause undue embarrassment or violate reasonable expectation of privacy; (6) delinquent assessment or fine.

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

No Chapter 8a statutory procedure for an ordinary member meeting that lacks quorum — o

☐ 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: No specific numeric Chapter 8a retention period — meeting minutes are ...

☐ 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

UTAH QUICK REFERENCE

Governing statute	Utah Community Association Act, Utah Code Title 57, Chapter 8a.
Member meeting notice	No specific Chapter 8a statutory notice window for ordinary member meetings — §57-8a-216(2)(h) expressly requires the bylaws to address meetings, so this is a governing-documents matter, not a statutory default.
Agenda in notice	No Chapter 8a requirement that ordinary member-meeting notices contain an agenda or specified contents — governed by bylaws under §57-8a-216(2)(h).
Member quorum default	No statutory Chapter 8a default — §57-8a-216(2)(h) specifically requires the bylaws to address quorum requirements.
Proxy rules	No specific Chapter 8a proxy-voting rule for member meetings — §57-8a-216 requires bylaws to address voting requirements but does not establish a statutory proxy period/restriction. Check governing documents and applicable corporate law.
If quorum fails	No Chapter 8a statutory procedure for an ordinary member meeting that lacks quorum — quorum is a bylaw matter under §57-8a-216(2)(h); follow governing documents.
Board meetings open	Board meetings generally must be open to lot owners, subject to statutory executive-session rules. §57-8a-226.

Board meeting notice	At least 48 hours before a board meeting, written notice must be given through the statutory method to requesting owners. §57-8a-226.
Board quorum default	No Chapter 8a default quorum — §57-8a-216(2)(h) requires bylaws to address quorum requirements; §57-8a-226 regulates board meetings but does not establish a numerical board quorum.
Executive session	Six statutory categories under §57-8a-226(3)(b): (1) consult with association attorney for legal advice; (2) ongoing/potential litigation, mediation, arbitration, or administrative proceedings; (3) personnel matters; (4) contract negotiations, including review of a bid/proposal; (5) a matter involving an individual where discussion is likely to cause undue embarrassment or violate reasonable expectation of privacy; (6) delinquent assessment or fine.
Minutes retention	No specific numeric Chapter 8a retention period — meeting minutes are association records that must be maintained/available under §57-8a-227, but no separate "X years" retention period was located.
Citation	Utah Code §§57-8a-216, 57-8a-226, 57-8a-227.

These reflect statutory defaults for Utah 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.