

HOA Meeting Checklist -- Wisconsin

Annual Meetings · Board Meetings · Quorum · Minutes

Use this checklist for every HOA meeting in Wisconsin. This reflects Wisconsin has no comprehensive HOA/planned-community meeting statute. Wis. Stat. §710.18, "Homeowners' associations; regulation," regulates particular residential-planned-community matters and contains one meeting-notice rule, but is not a comprehensive membership/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: 48 hours minimum for a meeting covered by §710.18(4), with specified notice method</i> |
| ☐ Bylaws | ☐ Confirm quorum requirement
<i>Quorum: No general statutory HOA quorum was found — check governing documents.</i> |
| ☐ Adopted meeting/election rules | ☐ Confirm agenda notice requirements
<i>Agenda: No general agenda requirement was located in §710.18.</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 agenda requirement was located in §710.18.</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 general statutory HOA quorum was fou...

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 comprehensive HOA proxy rule was found in §710.18 — check governing documents.

☐ 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 general statutory HOA quorum was fou...

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 Wisconsin: No statutory HOA procedure was found — 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: No comprehensive HOA open-board requirement was found in §710.18.

☐ 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 Wisconsin, permitted categories: No HOA-specific statutory categories were found.

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 statutory HOA procedure was found — follow governing documents.

☐ 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

☐ Executive session entry / exit times and any required summary

Owners present + valid proxies = total represented vs. required

☐ 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

☐ Action items assigned with owner and deadline

Minutes retention: No HOA-specific retention period was found.

☐ Records available for member inspection as required

☐ Next meeting date confirmed and calendared

WISCONSIN QUICK REFERENCE

Governing statute	Wisconsin has no comprehensive HOA/planned-community meeting statute. Wis. Stat. §710.18, "Homeowners' associations; regulation," regulates particular residential-planned-community matters and contains one meeting-notice rule, but is not a comprehensive membership/board meeting regime.
Member meeting notice	48 hours minimum for a meeting covered by §710.18(4), with specified notice methods unless covenants provide otherwise.
Agenda in notice	No general agenda requirement was located in §710.18.
Member quorum default	No general statutory HOA quorum was found — check governing documents.
Proxy rules	No comprehensive HOA proxy rule was found in §710.18 — check governing documents.
If quorum fails	No statutory HOA procedure was found — follow governing documents.
Board meetings open	No comprehensive HOA open-board requirement was found in §710.18.
Board meeting notice	No general board-meeting notice rule was found in §710.18 — check governing documents.
Board quorum default	No HOA-specific statutory default was found — check governing documents.

Executive session	No HOA-specific statutory categories were found.
Minutes retention	No HOA-specific retention period was found.
Citation	Wis. Stat. §710.18.

These reflect statutory defaults for Wisconsin 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.