

Board meeting notice and agenda (any state)

Association: _____ State: _____ Property
type: ☐ Condominium ☐ Cooperative ☐ HOA ☐ Other Meeting date: _____ Notice issued by:

How to use this

Almost every challenge to a board decision starts with notice. Not with the merits of the decision, with whether the meeting that produced it was properly noticed and whether the agenda told owners what the board was going to do.

That makes the agenda a legal document rather than an administrative convenience. Two habits do most of the work:

Say what the board will decide, not what it will discuss. “Roofing” tells an owner nothing. “Award of roof replacement contract for Building C. Vote.” tells them whether they need to be in the room. In several states an item too vague to give notice of the action cannot support a vote at all.

Certify the notice when you give it, not later. The certificate at the end of the accompanying form exists because a year on, nobody remembers when the notice went up, and a photograph with no date proves very little.

This template is written for **any state**. Order of business, quorum, and owner participation follow ordinary practice and your bylaws. What varies sharply is the **notice period**, the **method**, and whether particular agenda items require **heightened notice**. Part 0 makes you settle that first, because getting it wrong is the failure that actually happens.

Part 0. Establish your state’s requirements first

- ☐ How far in advance must a board meeting be noticed, and is the period stated in days or hours? **Answer:** _____
- ☐ What **methods** of notice are permitted: posting on the property, mail, hand delivery, electronic transmission? **Answer:** _____
- ☐ If posting is permitted, is a specific **location** or continuous posting period required? **Answer:** _____
- ☐ Which agenda items require **heightened notice**, and how much? Assessments, budget adoption, rule changes affecting use, and fines are common triggers. **Answer:** _____
- ☐ Must the agenda be **included with** the notice, or is a subject description enough? **Answer:** _____
- ☐ Must an item be on the agenda to be **voted on**, and what happens if the board acts on something not listed? **Answer:** _____
- ☐ What **owner participation** right applies, and may the board limit it by rule? **Answer:** _____

- ☐ May an owner **record** the meeting, and may the board impose conditions? **Answer:** _____
- ☐ Is there a separate rule for **emergency meetings**, and what must be done afterwards to ratify? **Answer:** _____
- ☐ What do the **bylaws** require on each of the above, which may be stricter? **Answer:** _____

Builder note. The sixth question is the one that voids decisions. Where an item must be noticed to be acted on, a board that adds “and while we are here” business at the table has produced a decision an owner can challenge on procedure alone, whatever its merits.

Writing agenda items that carry notice

Weak	Sufficient
Landscaping	Award of landscape maintenance contract for [year], three proposals received. Vote.
Insurance	Adoption of property and liability renewal for [term], premium [\$ amount]. Vote.
Delinquencies	Authorisation to refer [number] accounts to counsel for collection. Vote.
Rules	Adoption of amended rule [number] governing [subject]. Vote.
Reserves	Adoption of reserve funding for the [year] budget at [\$ amount] annually. Vote.

Each sufficient item names the **subject**, the **action**, and marks it **Vote** or **Discussion**. An owner reading it can tell whether their interests are on the line.

- ☐ Every item states the action, not just the topic
- ☐ Every item is marked Discussion or Vote
- ☐ Any item requiring heightened notice is identified, and that notice was given
- ☐ No item is a placeholder for business the board has not yet identified

Owner participation

Owner participation is a right in most states, and a board rule may usually shape it but not remove it. Whatever your rule, publish it on the notice itself rather than announcing it at the meeting.

- ☐ Time limit per speaker stated on the notice
- ☐ Whether comment comes before each vote or at a single item, stated
- ☐ Sign-up procedure stated, or explicitly that none is used

- ☐ The rule relied on is identified, with the date the board adopted it
- ☐ Accommodation contact and deadline stated

Emergency meetings

Most states allow a board to meet on shortened notice in a genuine emergency, and most impose a condition afterwards.

- ☐ The emergency is one your state recognises, not merely inconvenient timing
- ☐ Notice given in the best manner practicable, and what was done is recorded
- ☐ The action taken is limited to the emergency
- ☐ Action ratified at the next properly noticed meeting, if your state requires it
- ☐ The whole sequence is documented in the minutes of both meetings

Builder note. “We needed to decide quickly” is not an emergency. Using the emergency procedure for ordinary urgency is a reliable way to lose the decision later.

Before you post

- ☐ Part 0 answered for your state and property type
- ☐ Notice period counted correctly, including whether the meeting day counts
- ☐ Method matches what your state and bylaws permit
- ☐ Heightened-notice items identified and their notice given separately if required
- ☐ Agenda states action for every item
- ☐ Owner participation rule and accommodation contact on the notice
- ☐ Remote access details included if the meeting is also conducted remotely
- ☐ Certificate of notice completed **on the day notice is given**
- ☐ Photograph or other evidence retained with the certificate
- ☐ Certificate filed with the official records

Where your own documents control

Your declaration and bylaws sit above this template. Where they set a quorum, an order of business, an officer title, a longer notice period, or a broader participation right, they govern and the form should be edited to match. A notice that follows a template against your own bylaws is defective in the way that matters.

Disclaimer

This is a starting point, not legal advice, and it is deliberately not state specific. It reflects meeting-notice practice used nationally and does not state the law of any state.

Requirements differ substantially between states, including how far in advance a meeting must be noticed, what methods of notice are permitted, whether posting must be at a stated location or for a continuous period, which agenda items require heightened notice, whether an item must appear on the agenda to be voted on, what owner participation right applies and whether a board may limit it, whether an owner may record, and what an emergency meeting requires afterwards. Do not treat the absence of a requirement here as evidence that your state does not impose one.

Your association's declaration and bylaws govern and may be stricter. A defective notice can invalidate the action taken at the meeting, so have the association's attorney confirm your notice period, permitted methods, and heightened-notice triggers before the board relies on this form. Common Elements does not practice law, and using this template creates no attorney-client relationship.