



How to Run an Efficient HOA Meeting

June 3, 2021

*You are currently muted but will have an opportunity
to ask questions at the conclusion of the presentation.*

*Thank you for attending.
The seminar will begin shortly.*

Housekeeping

- In order to have clear audio, all participants except the host will be MUTED until the Q&A session begins
- Please hold your questions until the Q&A session
- You may use the chat feature during the Q&A session to ask questions
- We will conclude at 7:00 pm



Is this familiar?

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"If I may continue to beat this dead horse..."



Don't do this.

Types of Meetings

Annual & Special Meetings

- Member meetings
- Members voting on key issues (elections, amendments, assessments, etc.)
- Require notice to members a specified time prior to meeting
- Typically held once per year (annual) or as needed throughout the year (special)

Regular Board Meetings

- Director/Officer meetings
- Board undertakes the regular, recurring business of the HOA
- Board takes votes on matters not requiring a member vote/assent
- Committees may attend to provide updates
- Members may or may not attend (check your Bylaws)



Characteristics of Board Meetings

- Notice and Meeting Schedule
- Open or Closed
 - Executive Sessions – personnel, violations, sensitive matters
 - Privilege – legal issues/advice, CPA, fiduciary, etc.
- Action
 - Check your Bylaws: majority vote, or unanimous consent?
- Meet Regularly
 - At least quarterly, but as often as you can/need to
- Quorum
 - Check your Bylaws—do you have enough Directors present to *take action*?
- Keep Written Records—the Board “speaks” through its records
 - Secretary’s role
 - Ratification and adoption of business conducted through email, text, etc.
- Remote Meetings—a fad or the new standard?
 - Ensure all parties are able to hear each other simultaneously

Typical Agenda

1. Call to Order
2. Review/Approve Prior Minutes
3. President's Report
4. Treasurer's Report
5. Committee Reports (if any)
6. Old Business
7. New Business
8. Owner Participation
9. Executive Session
10. Adjournment



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What is the problem with this?

Why It Matters

- “So what if our meetings run long?”
 - Burnout
 - Inattention
 - Circular talking/thinking
 - Indecision
 - Confusion
- These issues create INEFFICIENCY which leads to (1) suboptimal outcomes and (2) wasted time/effort



Upside-Down Agenda

Prioritize important issues and information; put the “routine” matters toward the end:

1. Call to Order
2. Review/Approve Prior Minutes
3. Old Business (Follow up/action items from last agenda)
4. New Business
5. Owner Participation
6. Executive Session
7. President’s Report
8. Treasurer’s Report
9. Committee Reports (if any)
10. Ratify email/text decisions (see below)
11. Summarize all follow up/action items from the meeting
12. Adjournment

TIP:

Consider setting a time limit on certain topics to keep your meetings a manageable length.



Upside-Down Agenda

Potential benefits:

1. Work expands to fit the time available (Parkinson's law)
2. Focus/Energy highest at start of meeting
3. Adequate time for discussion on important items
4. Minimize discussion on usually un-important items
5. Keep Control of the meeting
6. Others?

Remember: Every organization is different. The upside-down agenda is about finding a format that works for your organization, not sticking to a specific formula. Be willing to tweak your agenda until you figure out what works best for you.



Effective Meeting Principles

1. Assign agenda preparation to a director/officer (secretary) and disseminate at least 24 hours prior to meeting
2. Establish a clear start and end time for the meeting (and try to adhere to it)
3. President or Chair should take a leadership role in focusing meeting on the agenda
4. Social hour is *after* the meeting, not during
5. Assign time need/allotted for each item where possible
6. If you allow public comment/participation, limit speakers to clearly set time limits
7. No grandstanding or usurpation—keep the meeting under control and on track
8. Summarize all “follow up” or “action items” at end of meeting; secretary record and email them to Board within 24 hours.
9. **Golden Rule – Treat others (and their time) as you would like to be treated**



Q & A



OUR NEXT SESSION

Thursday, July 1

6:00 p.m.

Same Zoom Time,

Same Zoom Channel

Send emails/questions to:

zach.cato@blfky.com

