

## **HOAMCO – *Best Practices***



### **Action Item Lists**

An excellent tool for keeping track of actions or directives taken at a board meeting is the Action Item List. An action item list is a list of actions to be taken before the next meeting as a result of decisions made at the current one. The list also contains the names of those responsible for each item. A sample action items list is attached.

The attached sample should be set up as an Excel spreadsheet with two tabs: Existing Actions and Completed Actions. As items are completed, they may be moved to the completed tab to keep a history of items that have been handled throughout the year. It is recommended that this list be distributed to the board 2-3 days following a board meeting. By doing this, any misunderstandings relative to the directives may be clarified early on.

This list does not necessarily need to be part of a board meeting packet, like the manager's report, but can instead be a tool for keeping track of what needs to be done and who needs to do it. Further, it builds confidence in your board that you are on top of what needs to be done. It is strongly recommended that this tool be used as an enhancement to our service levels.

## **A B C ACTION ITEM LIST - Sample**

<b>Date</b>	<b>Topic</b>	<b>Decision to be Implemented</b>	<b>Responsibility</b>	<b>Complete</b>
1/16/2008	Compliance	Send final compliance notice and fine to owner of lot 56	Manager	
1/16/2008	Dec 6 board minutes	Recording secretary to forward to manager for review within 5 business days, then to board	Recording secretary/manager	
1/16/2008	Delinquency Report	Follow-up on 10 items and provide report at next meeting	Manager	
1/16/2008	Annual Meeting	Statement of Interest - Approval by board and mail out	Manager	
1/16/2008	Annual Meeting	Completion of election packet for review by board before mail out	Manager	
1/16/2008	Homeowner Survey	Present at Annual Meeting, mailout to follow. Board to provide input to Board Member responsible by next meeting	Board Member	
1/16/2008	Street Light	Pending city approval: don't replace light; cap electrical; insurance reimbursement to be deposited into Reserve account - Update at next board meeting	Manager	
1/16/2008	Street Light - main	Replace	Manager	