

HOAMCO – *Best Practices*



Board Meeting Agendas

A manager must use the board of directors meeting as a critical date for decision making and implementation. They should focus on the decisions to be made during the meeting, the presentation of possible solutions and the setting of new priorities that become the next board meeting's agenda items.

The agenda serves as the meeting management tool. An effective agenda leads to an effective meeting and valuable use of time. Tips to consider are as follows:

- Specify the duration of a meeting in the agenda.
- Allot agenda items specific amounts of time to allow the board to proceed with its business in a timely manner. Meetings lasting longer than 2 1/2 to 3 hours are unproductive.
- Determine the purpose or expected outcome of an agenda item.
- Where the agenda allows discretion in the order in which items are considered, give some thought to the order in which you list them. Should some decisions precede others?
- When the item requires discussion, but a decision is inappropriate or premature, label the item "for discussion only" on the agenda. This allows for the free flow of ideas. But the discussion must be restricted to the specific topic listed.
- Determine whether there are too many items. If this is happening consistently, identify the cause, such as lack of collaboration with the board, or increase the meeting frequency.
- Use tabbed dividers or page numbers in the board meeting packets for backup information.
- Where appropriate, include ground rules for resident input at the bottom of the agenda
- Finalization of items on the agenda should be determined by the board president.

Below is a sample agenda format:

ABC Homeowners' Association
December 15, 20--
3:00 p.m. – 5:00 p.m.
HOAMCO conference room

Board Meeting

1. Call to order (3:00 p.m.)
2. Homeowner Forum
3. Approval of Minutes – November 15, 20-- (3:15 p.m.) TAB 1
4. Approval of Financials – Quarter 3, 20-- (3:20 p.m.) TAB 2
5. Reports (3:25 p.m.)
 - a. Management Report TAB 3
 - b. Committee Reports TAB 4
6. Old Business – (3:40 p.m.)
[List items which were previously discussed or reviewed]
 - a. Approval of Assessment Increase
 - b. Approval of Compliance Policy TAB 5
7. New Business – (4:15 p.m.)
[List items not previously discussed, including committee or management requests.]
 - a. Review Landscape Proposals – Discussion only TAB 6
 - b. Contract renewal process – Discussion only
8. Next Meeting (4:55 p.m.)
9. Adjournment (5:00 p.m.)

Homeowner comments are limited to two (2) minutes. Comments should be addressed to concerns of the topic on the table being discussed. Negative comments directed at residents, employees or managers of the Association or developer's representatives will not be allowed.