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HOA Meeting Minutes Template

Minutes Your Members Won't Argue With

A printable template for self-managed HOA boards — California, Florida, Texas, and every state in between. Eight required elements, a one-page fill-in template, and a state-by-state compliance checklist.

2026 Edition | Free Template

aldeahq.com/blog/hoa-meeting-minutes-template-2026

What Your Minutes Must Include

The eight elements every set of board minutes needs — no exceptions.

Minutes that hold up — to an audit, a member challenge, or next year's board — share the same skeleton. Miss any one of these and the record becomes contestable. Use this list while drafting and again before approval at the next meeting.

- 01 Meeting type**
Regular, special, annual, or executive session. Each carries different notice and quorum rules under your state's HOA statute.
- 02 Date, time, and location**
Physical address, or the video-conference link plus dial-in number for hybrid meetings. Both are required if both are offered.
- 03 Attendees and quorum statement**
Board members present and absent, guests in attendance, and an explicit quorum statement — "required X of Y, present Z."
- 04 Agenda topics in the order discussed**
Record items in the sequence they were actually taken up, even where that diverged from the printed agenda.
- 05 Motions with full vote tally**
Motion text, motion-maker, seconder, and the for/against/abstain count for every motion. Approvals without a tally are contestable.
- 06 Executive session bracketing**
Entry and exit timestamps only. Substance stays in separate executive-session minutes per CA Civil Code §4930 or your state equivalent.
- 07 Action items**
Who is doing what, by when. The single most-skipped element — and the one members notice first when they read the minutes.
- 08 Adjournment time and secretary signature**
The time of adjournment and a signature line for the secretary who recorded the minutes. This is what makes them official.

Minutes record decisions, not debate. Capture what was moved, who moved it, and how the vote landed — not who said what during discussion. Anything else opens the record to challenge.

Sample Regular Board Meeting Minutes

Print and fill in by hand — or copy the structure into your favorite editor.

MEETING MINUTES — Regular Board Meeting

[HOA Name] · [Date] · [Time] · [Location]

ATTENDEES

Board Members Present: _____

Board Members Absent: _____

Quorum: Yes No Required: _____ of _____ Present: _____

Guests/Members Present: _____

CALL TO ORDER

Time: _____

AGENDA

1. _____
2. _____
3. _____
4. _____

MOTIONS & VOTES

Motion #1: _____

Moved by: _____ Seconded by: _____

Vote: For _____ Against _____ Abstain _____ Outcome: Passed Failed

EXECUTIVE SESSION (if applicable)

Entered exec session at: _____ Exited at: _____

Closed-portion bracketing only. Substance is recorded in separate executive-session minutes per CA §4930 or your state equivalent.

ACTION ITEMS

ADJOURNMENT

Time: _____ Minutes recorded by: _____

Secretary signature

State Compliance Checklist

Statutory rules vary considerably. Confirm current text with your governing documents before adoption.

HOA minutes requirements live in different places depending on where your community sits. The three rows below cover the most common state regimes — for everything else, default to your CC&Rs and your local counsel.

California

Civil Code §§4900–4955

- Notice posted at least four days before the meeting.
- Agenda locked — board acts only on items in the notice.
- Minutes available to members within 30 days of approval.
- Executive-session minutes kept in a separate book.

Florida

§720.303(2)

- Meetings open to all members of the association.
- Minutes enrolled in official records within 30 days of approval.
- Records produced within reasonable time on member request.

Texas

Property Code §§209.0051,
209.005

- Board meetings open to members of the association.
- Records produced within 10 business days of written request.
- Defer to your CC&Rs for specific minutes content rules.

Universal good practice: adopt minutes at the next meeting, keep them in one searchable place, and always keep executive-session content out of the regular minutes.

Ready to publish your minutes where every member can find them?

Aldea HQ publishes adopted minutes to your community handbook — community management for HOAs, condos, co-ops, and clubs, where every member can read them.

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