



BOARD MEETING

A practical monthly guide for organized meetings, clear decisions, and consistent follow-through.

NAME OF ASSOCIATION: _____

DATE: _____

1 | TWO WEEKS BEFORE

- ☐ Confirm date, time, location, and meeting format
- ☐ Review open items from the previous meeting
- ☐ Request agenda items and committee reports
- ☐ Review contracts, proposals, and renewal dates
- ☐ Identify decisions requiring board approval
- ☐ Post or distribute meeting notice as required

3 | BEFORE AND DURING

- ☐ Confirm quorum and review the agenda
- ☐ Test virtual links or audiovisual equipment
- ☐ Prepare sign-in sheets and documents
- ☐ Record motions, seconds, votes, and decisions
- ☐ Assign responsibilities and deadlines
- ☐ Confirm the next meeting date

2 | THREE TO FIVE DAYS BEFORE

- ☐ Finalize and distribute the agenda
- ☐ Prepare and send the board packet
- ☐ Include financials and delinquency reports
- ☐ Update the action-item tracker
- ☐ Confirm board members and invited guests
- ☐ Confirm On-line access to meeting

4 | AFTER THE MEETING

- ☐ Draft and distribute meeting minutes
- ☐ Update the action-item tracker
- ☐ Send assignments and deadlines
- ☐ Notify vendors of approved decisions
- ☐ File meeting records and supporting documents
- ☐ Add follow-ups to the association calendar

MONTHLY CAPITAL PLANNING CHECK

- ☐ Are major repair or replacement projects approaching?
- ☐ Are actual costs aligning with the current reserve study?
- ☐ Have delays, price increases, or unexpected repairs affected the plan?
- ☐ Does the board need updated reserve study guidance?

POST MEETING REFLECTION

WHAT WENT WELL?

WHAT WOULD I DO DIFFERENTLY NEXT TIME?

Plan ahead. Communicate clearly. Protect the community's future.

Reserve Studies | SIRS | Insurance Appraisals | Engineering Services
Complimentary resource from Global Solution Partners, LLC



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