



*An educational resource provided by Advance HOA Management, Inc.*

## Actions Between Meetings via E-mail

A board of directors meeting is a critical date for decision making and implementation and it is at this time that a Board, with the support of Advance HOA Management, should make an effort to review and take action on all matters that have arisen to that day. However, there are times when actions need to be taken between meetings and these actions should be properly approved and documented. Below are recommended steps for any actions taken by e-mail outside a regular board meeting. It is strongly encouraged that actions between meetings be kept to a minimum and be sure to double-check your Association bylaws for any action between meetings requirements. For example, the bylaws may require unanimous consent, in which case a simple majority approval by e-mail will not suffice.

- 1) Subject line should contain name of association and action requested. For example:

*ABC HOA - Approval of Snow Removal Vendor - Board Action Requested*

- 2) Content of e-mail should state the action being requested, deadline to respond and if response is not received, it will have the same effect as abstaining. For example:

*Approval of Snowman Snow Removal contract for Oct 1 – April 30, as attached. Please reply “Approved” or “Do Not Approve” by Friday November 8<sup>th</sup>. No responses by that date will have the same effect as abstaining.*

- 3) Save the e-mail responses. A majority vote will be considered an approval. If you are not able to get an approval via e-mail, then present at the next regular meeting or set up a special meeting in person or by phone.
- 4) On the Agenda for next for the regular meeting, list any actions taken by the board between meetings under Approval of Minutes and document in the current month’s minutes. A sample of the agenda is as follows:

- a. Approval of October 8, 2013 Minutes*
- b. Ratify Actions Taken Between Meetings*
  - i. Approval of Snowman Snow Removal*
  - ii. Approval of ABC Security System Repairs*

During the meeting, the Board President will ask for “motion to ratify actions between meetings, to consist of ....” The minutes will document the motion and a record of the action taken will be considered recorded.

If any questions regarding this Educational Resource please contact Judy at [judy@advancehoa.com](mailto:judy@advancehoa.com).