NEIGHBORHOOD .ONLINE™

HOA Meeting Notice Templates

Clear, Consistent, and Transparent Communication



https://neighborhood.online

How to Use These Templates

These templates help HOA boards announce meetings clearly and consistently. Use the version that fits the situation, and adjust details as needed for your community and governing documents.

Posting meeting notices on time and in a predictable format improves attendance, reduces confusion, and builds trust.

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Formal Meeting Notice

(Required or Official Use)

This template is best for annual meetings, special meetings, or any meeting that requires formal notice under governing documents or state law.

Meeting Notice

The Board of Directors of the [HOA Name] will hold a meeting as follows:

Date: [Day, Date]
Time: [Start Time]
Location: [Physical Address or Virtual Meeting Link]

Agenda Overview:

- Call to Order
- Roll Call / Establish Quorum
- Approval of Previous Minutes
- Old Business
- New Business
- Open Forum (if applicable)
- Adjournment

Purpose of the Meeting:
[Brief description of the main topics or decisions to be discussed.]

Quorum Requirement:
A quorum of the board [or membership, if applicable] is required to conduct official business.

Questions or Requests:
Please contact [Name / Email] with any questions prior to the meeting.

Posted on: [Date]
By order of the Board of Directors

Friendly Meeting Reminder

(Attendance Boosting)

This template is ideal for email reminders or follow-up notices. It is still official but uses a warmer, more approachable tone.

Upcoming HOA Board Meeting Reminder

This is a reminder that the [HOA Name] Board of Directors will be meeting soon.

Meeting Details:

Date: [Day, Date]
Time: [Start Time]
Location: [Address or Virtual Link]

The board will be discussing:

- [Key topic or decision]
- [Key topic or decision]

Homeowners are welcome to attend [or observe, if applicable].

If you have questions you would like the board to consider, please submit them to [Email or Portal] before the meeting.

We look forward to your participation.

Website or Digital Announcement

(Short and Scannable)

This version is designed for HOA websites, resident portals, or digital notice boards. Keep it concise and easy to scan.

HOA Board Meeting Notice

Date: [Day, Date]
Time: [Start Time]
Location: [Address or Virtual Link]

Agenda Highlights:

- [Key topic]
- [Key topic]
- [Key topic]

Questions or comments may be submitted to [Email or Portal].

This notice was posted on [Date].

Best Practices for Meeting Notices

- Post notices early and consistently
- Use the same format each time
- Clearly state date, time, and location
- Share agenda topics to improve transparency
- Post notices in the same places homeowners expect to find them

Consistency matters more than perfection.