

COMMUNITY ASSOCIATION MEETINGS

Communication is essential in community associations, and one of the best ways to enhance communication is by having productive and informative meetings. Here are 6 types meetings your association should consider hosting:

1. **Annual meeting:** Not only is it required by law and your community's governing documents, but it provides a great opportunity to review prior year's accomplishments and to share the goals for next year.
2. **Regular scheduled board meetings:** It is important to have the meeting dates scheduled in advance for the year so board members and residents can attend. While residents do not have the right to attend board meetings, it is often a good opportunity for residents to listen to the Board's discussion and get updated on community activities. The purpose is to conduct business of the association not necessarily to elicit comments, complaints, or concerns from residents, but the transparency it provides is helpful in creating community.
3. **Committee meeting:** Board meetings should focus on making decisions and committee meetings should focus on brainstorming. Each committee should focus on one concentrated area of the association and their meetings should focus on how to achieve certain goals. The committee should then create an organized plan to present to the board for approval at a regularly scheduled board meeting.
4. **Executive board meeting:** To be held following the regular board meeting for reviewing sensitive and personal issues such as collections, compliance hearings, and legal matters. This is the time for residents to speak with the board about issues directly concerning them such as disputing a compliance issue.
5. **Town hall:** Should be held to discuss one or two specific items that require community input. Dues increases and changes or additions to rules or the declaration are common topics. It is common, but not appropriate, for town hall meetings to be open ended events where boards open the floor to listen to residents' concerns; however, that leads to unproductive complaining, making the board uncomfortable and defensive. The appropriate meeting to listen to residents is coffee and conversation with the board.
6. **Coffee and conversation with the board:** When a board wants to engage residents in an open format the best way to do so is with a casual one on one conversation with a board member to discuss any concerns and ideas about the association. This informal and non-threatening environment, prevents a mob mentality, prevents heated debates, and provides an opportunity for quiet and shy individuals to have a voice.