

MINIMUM STATUTORY REQUIREMENTS FOR CONDOMINIUM MEETINGS

(See condominium documents for possible additional requirements)

The Condominium Act set the <u>minimum</u> requirements for posting notices. This handout is only a guideline for the notice requirements for meetings in accordance with the Condominium Act. Please refer to your association's documents for possible additional requirements.			
<i>Type of Meeting</i>	<i>Type of Notice</i>	<i>Timing of Notice</i>	<i>Statutory Reference</i>
Board of Directors/Committee	<ul style="list-style-type: none"> ○ Post conspicuously on condominium property ○ Must specifically identify all agenda items 	At least 48 continuous hours prior (except in emergency)	718.112(2)(c), F.S.
Board of Directors (No Condominium Property)	<ul style="list-style-type: none"> ○ Mail, deliver or electronically transmit to unit owners ○ Must specifically identify all agenda items 	At least 14 days prior	718.112(2)(c), F.S.
Board of Directors To Consider Regular Assessments	<ul style="list-style-type: none"> ○ Post conspicuously on condominium property ○ Must specifically state that assessments will be considered ○ Must provide the estimated costs and description of purposes 	At least 48 continuous hours prior (except in emergency)	718.112(2)(c), F.S.
Board of Directors to Consider Non-Emergency Special Assessments	<ul style="list-style-type: none"> ○ Mail, deliver or electronically transmit to unit owners and post conspicuously on condominium property ○ Must specifically state that assessments will be considered ○ Must provide the estimated costs and purposes ○ Retain affidavit executed by person providing notice 	At least 14 days prior	718.112(2)(c), F.S.
Board of Directors to Consider Rules Regarding Unit Use	<ul style="list-style-type: none"> ○ Mail, deliver or electronically transmit to unit owners and post conspicuously on condominium property ○ Retain affidavit executed by person providing notice 	At least 14 days prior	718.112(2)(c), F.S.
Annual Meeting	<ul style="list-style-type: none"> ○ Mail, deliver or electronically transmit to unit owners and post conspicuously on condominium property; ○ Must include an agenda and specifically identify all agenda items ○ Retain affidavit executed by person providing notice 	At least 14 days prior	718.112(2)(d), F.S.
Election	<ul style="list-style-type: none"> ○ Mail, deliver or electronically transmit a <u>first</u> notice of election <hr style="width: 50%; margin: 5px 0;"/> ○ Mail, deliver or electronically transmit a <u>second</u> notice of election 	<ul style="list-style-type: none"> ○ At least 60 days prior <hr style="width: 50%; margin: 5px 0;"/> ○ Not less than 14 and no more than 34 days prior 	718.112(2)(d), F.S.
Budget Meeting	<ul style="list-style-type: none"> ○ Mail, deliver or electronically transmit to unit owners ○ The proposed budget must be included with notice ○ Retain affidavit executed by person providing notice 	At least 14 days prior	718.112(2)(e), F.S.
Meeting to Consider Substitute Budget (when adopted budget exceeds 115% of previous year's assessments)/Meeting to Waive or Reduce Reserves	<ul style="list-style-type: none"> ○ Mail, deliver or electronically transmit to each unit owner ○ Must include an agenda ○ Retain affidavit executed by person providing notice 	<ul style="list-style-type: none"> ○ Timeframe specified in bylaws ○ At least 14 continuous days prior if bylaws are silent 	718.112(2)(e), F.S.
Board meetings to suspend <u>voting</u> rights AND to suspend <u>use</u> rights	<ul style="list-style-type: none"> ○ Post conspicuously on condominium property ○ After the imposition of the suspension, the board must notify the unit owner and, if applicable, the unit's occupant, licensee, or invitee by mail or hand delivery 	At least 48 continuous hours prior	718.303 (4),(5)&(6), F.S.
Committee meetings that does <u>not</u> take final action on behalf of the board or make recommendations regarding the budget.	Same requirement as board meetings unless exempted by the bylaws of the Association	At least 48 continuous hours prior	718.112(2)(c), F.S.