

# MINIMUM STATUTORY REQUIREMENTS FOR CONDOMINIUM MEETINGS

*(See condominium documents for possible additional requirements)*

The Condominium Act sets the *minimum* 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 condominium documents for possible additional requirements.

<b><i>Type of Meeting</i></b>	<b><i>Type of Notice</i></b>	<b><i>Timing of Notice</i></b>	<b><i>Statutory Reference</i></b>
Board of Directors	Post conspicuously on condominium property	48 Hours Prior (except in emergency)	§ 718.112(2)(c), F.S.
Board of Directors to Consider Regular Assessments	Post conspicuously on condominium property - must describe nature of assessments	48 Hours Prior (except in emergency)	§ 718.112(2)(c), F.S.
Board of Directors to Consider Non-Emergency Special Assessments	Mail, deliver or electronically transmit to unit owners and post conspicuously on condominium property (retain affidavit executed by person providing notice)	14 Days Prior	§ 718.112(2)(c), F.S.
Board of Directors to Consider Rules Regarding Unit Use	Mail, deliver or electronically transmit to unit owners and post conspicuously on condominium property (retain affidavit executed by person providing notice)	14 Days Prior	§ 718.112(2)(c), F.S.
Annual Meeting of Unit Owners	Mail, deliver or electronically transmit to unit owners and post conspicuously on condominium property (retain affidavit executed by person providing notice)	14 Days Prior	§ 718.112(2)(d), F.S.
Election	Mail, deliver or electronically transmit a first notice of election  Mail, deliver or electronically transmit a second notice of election	60 Days Prior  14 Days Prior	§ 718.112(2)(d), F.S.
Budget Meeting	Mail, deliver or electronically transmit to unit owners a copy of proposed budget (retain affidavit executed by person providing notice)	14 Days Prior	§ 718.112(2)(e), F.S.
Meeting to Consider Substitute Budget (when adopted budget exceeds 115% of previous year's assessments)	Mail, deliver or electronically transmit to each unit owner	14 Days Prior	§ 718.112(2)(e), F.S.
Committee Meetings (except a committee that does not take final action on behalf of the board or make recommendations regarding the budget, if exempted by the bylaws)	Same as for board meeting with similar agenda	Same as for board meeting with similar agenda	§ 718.112(2)(c), F.S.