

Noticing a Board Meeting the Right Way

Florida associations · Section 720.303(2)-(3) and Section 718.112(2)(c), F.S.

Work through these before the notice goes up. Most meeting problems are notice problems, and a badly noticed decision usually has to be taken again.

☐ **Decide whether it is a meeting at all**

A meeting occurs whenever a quorum of the board gathers to conduct association business, whatever anyone calls it. Committees count when they take final action on spending, recommend a budget, or approve architectural decisions.

☐ **Write an agenda that names each item**

Both statutes require the notice to specifically identify the agenda items. "Landscaping contract, approval of bid" works. "Old business" does not.

☐ **Check for a 14-day item before you set the date**

Special assessments, and amendments to rules regarding parcel or unit use, need notice mailed, delivered, or electronically transmitted AND posted at least 14 days before the meeting. Everything else runs on the 48-hour posting.

☐ **Post it, and post it early enough**

HOA: at least 48 hours in a conspicuous place in the community, or mailed or delivered 7 days ahead if you do not post. Condo: at least 48 continuous hours on the condominium property, or mailed 14 days ahead if there is no property to post on.

☐ **Add the required content for money items**

An HOA may not levy an assessment unless the notice says assessments will be considered and states their nature. A condo assessment notice must give the estimated cost and the purposes, and a contract up for approval must go out with the notice or be made available.

☐ **File the proof**

Condo boards must file an affidavit of the 14-day notice in the official records. HOA member-meeting notice is proved by an affidavit filed among the official records under 720.306(5). File it the same week.

☐ **Keep email to discussion only**

Directors may use email to communicate but may not cast a vote on an association matter by email. No group-text approvals. If it cannot wait, notice a special meeting.

☐ **Record each director's vote by name**

Section 720.303(3) requires the minutes to record a vote or abstention on each matter for each director present. A tally is not enough. Minutes are official records: HOA at least 7 years, condo permanently.



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Free checklist. General information, not legal advice - review with your association's attorney.

Based on Section 720.303(2)-(3); 720.306; 718.112(2)(c), Florida Statutes. Current as of July 6, 2026.