Conflict of Interest Checklist

Florida condominiums and HOAs · Sections 718.3027, 720.3033, and 617.0832, F.S.

Use this when a director, an officer, or a relative proposes a contract or other transaction with the association. Work through it before the vote and keep it with the meeting records.

- [ ] **Identify the interest**

  Who has it (director, officer, relative), and what it is: a contract with the association, or an interest in a business that does or proposes to do business with it. Condo: "relative" is within the third degree of consanguinity by blood or marriage (718.3027(6)). Interest: _____

- [ ] **Get the disclosure in writing, early**

  HOA: at least 14 days before the vote or the contract (720.3033(6)(b)). Condo: to the board, before the activity (718.3027(1)). Without prior disclosure, a conflict is presumed. Disclosed on: _____

- [ ] **Condo: put it on the agenda with the documents**

  718.3027(2): list the proposed activity on the meeting agenda and attach all related contracts and transactional documents. Meeting date: _____

- [ ] **Condo: the interested director presents, then leaves**

  718.3027(4): the director, officer, or relative may present, then leaves for the discussion and the vote. The interested director recuses from the vote and still counts toward quorum.

- [ ] **Record the 617.0832 disclosures in the minutes**

  720.3033(2)(b) and 718.3027(2): the material facts of the transaction and the director's interest go in the written minutes.

- [ ] **Approve by two-thirds**

  HOA: two-thirds of the directors present (720.3033(2)(c)). Condo: two-thirds of all other directors present (718.3027(2)). Vote: ____ for, ____ against.

- [ ] **Condo: if the board votes no**

  718.3027(3): the director, officer, or relative notifies the board in writing that they will not pursue the activity, or withdraws from office.

- [ ] **Disclose it at the next member meeting**

  720.3033(2)(d) and 718.3027(2): disclose the contract at the next regular or special meeting of the members. On a member's motion, a majority of the members present may cancel it. Meeting date: _____

Free checklist. General information, not legal advice. Review it with your association's attorney.
Based on Sections 718.3027; 718.111(1)(a); 720.3033(2), (3), (6); 617.0832, Florida Statutes. Current as of October 30, 2026.

- [ ] **Post it on the website, if you have one**

  HOA with 100 or more parcels: 720.303(4)(b)1.j. and k. Condo with 25 or more units: 718.111(12)(g)2.k. and l. Posted on: _____

- [ ] **No kickbacks, ever**

  720.3033(3) and 718.111(1)(a): an officer, director, or manager may not solicit, offer to accept, or accept a kickback. Knowingly doing so is a third-degree felony. HOA: if the board finds a violation, it must remove the officer or director immediately, and there are only two exceptions: food at a business meeting worth less than $25 a person, and goods or services received at trade fairs or education programs. Condo: the person must be removed from office, and the only exception is items received at trade fairs or education programs.

Free checklist. General information, not legal advice. Review it with your association's attorney.
Based on Sections 718.3027; 718.111(1)(a); 720.3033(2), (3), (6); 617.0832, Florida Statutes. Current as of October 30, 2026.