

AT A GLANCE:

MEETING LEGAL REQUIREMENTS FOR CONDOMINIUM ASSOCIATION MEETINGS

State law gives unit owners the right to attend board meetings.

When a majority of board members get together to discuss association business, the law considers this a board meeting.

The association must hold at least one unit owner meeting a year.

Meetings to consider association budgets require more advance notice to unit owners.

By definition, a condominium is a common interest community, which means that while residents own their homes individually, they also jointly own portions of the community property, designated as common elements, with fellow unit owners. The association board serves as the community's governing body, meeting on a regular basis to conduct business. While Florida's Condominium Act leaves it up to each community to determine how frequently its board must meet, state law does set requirements for how these meetings are to be conducted, including the following:

- Unless an association's governing documents say otherwise, board members do not have to be notified in advance of regularly scheduled meetings.
- Most board meetings must be open to all unit owners in the community.
- A quorum of board members (usually a simple majority) must be present for the valid transaction of an association's business.
- Unit owners must be notified at least 14 days in advance of a board meeting at which a non-emergency special assessment will be considered.

State law addresses other issues related to board meetings, such as the manner in which business is conducted and the ways in which unit owners may participate.

Florida's Condominium Act also codifies rules for unit owner meetings, which by law must be held at least once a year. In general, annual meetings provide unit owners the opportunity to:

- elect board members;
- amend association bylaws;
- vote on the annual budget; and
- get updates on association affairs.

Notification requirements for unit owner meetings vary, depending upon whether elections will be held at the meeting. Association boards must take care to adhere to all applicable state laws, as well as regulations set forth in their own governing documents.

Finally, Florida law also sets requirements for committee meetings and meetings at which association budgets are planned and considered. Regulations covering budget meetings are particularly stringent because the law recognizes that unit owners have a vested interest in making sure the association spends their money wisely.

Statutory compliance is not the only reason unit owners and board members need to learn the rules and regulations applicable to condominium meetings, which are thoroughly explained in The Human Equation's "Conducting Meetings" course. Productive meetings that satisfy both the law and the association's own regulations make good use of residents' valuable time and contribute to the overall quality of life in the community.

COURSE FEATURES INCLUDE:

- Self-paced learning
- Specific guidelines on how to plan and conduct different types of meetings within the condominium context
- Links to definitions, questions and answers, case law, and documents
- Appealing graphics

