

## **MINIMUM STATUTORY REQUIREMENTS FOR CONDOMINIUM/COOPERATIVE MEETINGS**

(See condominium/cooperative documents for possible additional requirements)

<p>The Condominium and Cooperative Acts 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 and Cooperative Acts. Please refer to your association's documents for possible additional requirements.</p>			
<i>Type of Meeting</i>	<i>Type of Notice</i>	<i>Timing of Notice</i>	<i>Statutory Reference</i>
Board of Directors	Post conspicuously on condominium/cooperative property	48 Hours Prior (except in emergency)	718.112(2)(c), F.S. 719.106(1)(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/cooperative property (retain affidavit executed by person providing notice)	14 Days Prior	718.112(2)(c), F.S. 719.106(1)(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/cooperative property (retain affidavit executed by person providing notice)	14 Days Prior	718.112(2)(c), F.S. 719.106(1)(c), F.S.
Annual Meeting of Shareholders	Mail, deliver or electronically transmit to unit owners and post conspicuously on condominium/cooperative property (retain affidavit executed by person providing notice)	14 Days Prior	718.112(2)(d), F.S. 719.106(1)(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. 719.106(1)(d), F.S.
Budget Meeting	Mail, deliver or electronically transmit to unit owners and post conspicuously on condominium/cooperative property (retain affidavit executed by person providing notice)	14 Days Prior	718.112(2)(e), F.S. 719.106(1)(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	Not less than 10 days, but within 30 days of receipt of written application	718.112(2)(e), F.S. 719.106(1)(e) 2., F.S.
Board meetings to suspend use rights/voting rights.	Post conspicuously on condominium/cooperative property and 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.	48 hour.	718.303, (4)&(5), F.S. 719.303, (4)&(5), 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. 719.106(1)(c), F.S.