[ASSOCIATION NAME]

NOTICE OF BOARD OF DIRECTORS MEETING

[REGULAR / SPECIAL] Meeting of the Board of Directors

DATE: [DAY, MONTH DD, YYYY]
TIME: [H:MM AM/PM]
PLACE: [STREET ADDRESS, ROOM OR AREA, CITY, FL ZIP]

Owners may attend and may speak on any item on the agenda below, for up to [MINUTES PER SPEAKER] minutes per item, [BEFORE THE VOTE ON EACH ITEM / AT THE OWNER COMMENT ITEM / BOTH], under the association's written rule on owner statements, [RULE NUMBER AND DATE ADOPTED, OR "NONE ADOPTED"]. Owners who wish to speak should [HOW AND BY WHEN TO SIGN UP TO SPEAK, OR "NO SIGN-UP SHEET IS USED"]. Owners may record this meeting, limited only by this rule: [CONDOMINIUM OR COOPERATIVE: THE DIVISION RECORDING RULE. HOA: THE BOARD-ADOPTED RECORDING RULE, OR "NONE ADOPTED"].

If you need an accommodation in order to attend, contact [ACCOMMODATION CONTACT NAME] at [PHONE] or [EMAIL] by [ACCOMMODATION REQUEST DEADLINE].

AGENDA

1. Call to Order
2. Roll Call
3. Establishment of Quorum. Quorum required under the bylaws: [QUORUM REQUIRED].
4. Proof of Notice of Meeting
5. Approval of Minutes of the Meeting Held [DATE OF THE MEETING BEING APPROVED]. Vote.
6. Financial Report for [MONTH OR QUARTER COVERED], presented by [NAME OF PRESENTER]. Discussion.
7. [MANAGER'S REPORT, OR THE ITEM THIS BOARD USES IN ITS PLACE]. Discussion.
8. Committee Reports
   a. [COMMITTEE NAME AND SUBJECT, OR "NONE"]. Discussion.
   b. [COMMITTEE NAME AND SUBJECT, OR "NONE"]. Discussion.
9. Unfinished Business
   a. [SUBJECT AND THE ACTION THE BOARD WILL TAKE, OR "NONE"]. [DISCUSSION OR VOTE].
   b. [SUBJECT AND THE ACTION THE BOARD WILL TAKE, OR "NONE"]. [DISCUSSION OR VOTE].
10. New Business
    a. [SUBJECT AND THE ACTION THE BOARD WILL TAKE, OR "NONE"]. [DISCUSSION OR VOTE].
    b. [SUBJECT AND THE ACTION THE BOARD WILL TAKE, OR "NONE"]. [DISCUSSION OR VOTE].
11. Owner Comments and Questions to the Board
12. Next Meeting: [NEXT MEETING DATE] at [NEXT MEETING TIME], [NEXT MEETING LOCATION]
13. Adjournment

DATED: [DATE THIS NOTICE WAS ISSUED] By: [NAME AND TITLE OF PERSON ISSUING THE NOTICE]

CERTIFICATE OF POSTING

I posted this notice and agenda at [POSTING LOCATION] on [POSTING DATE] at [POSTING TIME], and it remained posted continuously from that time until the meeting began.

Signature: ______________________________ Date signed: [DATE SIGNED]
Printed name and title: [NAME AND TITLE OF PERSON WHO POSTED]

Optional additions

The document above is complete as it stands. Use nothing on this page unless the situation described applies to your association.

If the board will consider an assessment

Add these lines to the notice above, directly under the meeting details.

> The board will consider levying a [REGULAR ASSESSMENT / SPECIAL ASSESSMENT] at this meeting.
>
> Purpose: [WHAT THE MONEY WILL PAY FOR].
>
> Estimated total cost: [ESTIMATED TOTAL COST].
>
> Estimated amount per unit or parcel: [ESTIMATED AMOUNT PER UNIT OR PARCEL], [HOW IT IS APPORTIONED].
>
> Proposed payment schedule: [PAYMENT DATES].

If a closed portion is scheduled

Florida recognizes two exceptions to an open board meeting, and no others: a meeting with the association's attorney about proposed or pending litigation, held to seek or render legal advice, and a meeting held to discuss personnel matters. Name the exception you are relying on. Do not print a generic executive session line, which names nothing.

Add these lines to the agenda above, as the item immediately before Adjournment.

> Closed portion, beginning at approximately [CLOSED PORTION START TIME].
>
> Exception relied on: [ATTORNEY, PROPOSED OR PENDING LITIGATION / PERSONNEL MATTERS].
>
> Subject, stated as specifically as the exception allows: [CLOSED PORTION SUBJECT].

Any action decided in a closed portion is still voted on in the open meeting, as its own agenda item.

If the meeting will be held by video conference

Replace the location line in the notice above with these lines.

> Join online: [FULL WEB LINK]
>
> Join by telephone: [DIAL-IN PHONE NUMBER], meeting ID [MEETING ID], passcode [PASSCODE]
>
> Attend in person: [STREET ADDRESS, ROOM OR AREA, CITY, FL ZIP]
>
> This meeting will be recorded by [NAME OF PERSON RECORDING], and the recording will be kept with the association's official records at [OFFICIAL RECORDS LOCATION].

If a contract will be approved at this meeting

Add this line to the notice above, under the agenda.

> A copy of the proposed contract with [VENDOR NAME] is provided with this notice and may be read at [WEBSITE ADDRESS OR INSPECTION LOCATION].

If this is an emergency meeting

Use this notice in place of the one above.

> **Notice of emergency board meeting**
>
> **[ASSOCIATION NAME]**
>
> The board of directors will meet on an emergency basis on [EMERGENCY MEETING DATE] at [EMERGENCY MEETING TIME] at [EMERGENCY MEETING PLACE].
>
> Nature of the emergency: [WHAT HAPPENED, WHEN, AND WHY IT CANNOT WAIT].
>
> Action the board will take: [SPECIFIC ACTION].
>
> Notice given by [POSTING / TELEPHONE / EMAIL / TEXT] on [DATE AND TIME NOTICE WAS GIVEN] to [NAMES OF DIRECTORS REACHED].
>
> Vote taken, by name: for, [DIRECTORS VOTING FOR, OR "NONE"]; against, [DIRECTORS VOTING AGAINST, OR "NONE"]; abstained, [DIRECTORS ABSTAINING, OR "NONE"].
>
> Majority plus one of the board satisfied, for a condominium or cooperative item taken up off notice: [YES / NO].
>
> Signature: ________________________________ Printed name: [NAME OF PERSON GIVING EMERGENCY NOTICE] Title: [TITLE OF PERSON GIVING EMERGENCY NOTICE]

Add this item to the agenda of the next regular board meeting.

> Ratification of the emergency action taken on [DATE OF THE EMERGENCY ACTION] regarding [SUBJECT OF THE EMERGENCY ACTION]. Vote.

If notice must be mailed or delivered 14 days before the meeting

Complete this affidavit before a notary and file it with the association's official records.

> **State of Florida, County of [COUNTY]**
>
> Before me appeared [NAME OF PERSON WHO GAVE NOTICE], who being duly sworn, says:

1. I am the [TITLE OF PERSON WHO GAVE NOTICE] of [ASSOCIATION NAME], and I provided the notice described below.
2. On [DATE NOTICE WAS PROVIDED], at least 14 days before the meeting scheduled for [DATE OF THE NOTICED MEETING], I provided written notice of that meeting to the owners by [HAND DELIVERY / UNITED STATES MAIL / ELECTRONIC TRANSMISSION].
3. I included a copy of [THE PROPOSED BUDGET / THE PROPOSED RULE AMENDMENT / THE ASSESSMENT STATEMENT, OR "NOTHING WAS REQUIRED TO BE ENCLOSED"] with that notice.
4. The notice stated [THAT ASSESSMENTS WOULD BE CONSIDERED AND THEIR NATURE / THE ESTIMATED COST AND PURPOSES OF THE ASSESSMENTS / THE RULE AMENDMENT TO BE CONSIDERED].
5. On [DATE OF POSTING BY AFFIANT] at [TIME OF POSTING BY AFFIANT], I also posted the notice and agenda at [POSTING LOCATION USED BY AFFIANT].

> Signature: ________________________________ Printed name: [NAME OF AFFIANT]
>
> Sworn to and subscribed before me this [DAY] day of [MONTH], [YEAR], by [NAME OF AFFIANT], who is personally known to me or produced [IDENTIFICATION] as identification.

> Notary public: ________________________________ Commission expires: [COMMISSION EXPIRATION DATE]
