

Board meeting notice and agenda

Jurisdiction: Florida. **Applies to:** homeowners' associations under ch. 720, condominium associations under ch. 718, and cooperatives under ch. 719.

This template is one document with two halves. The first half is the **notice**, which is the part Florida regulates and the part most published agendas leave out. The second half is the **agenda**, which is the part boards already write well. Keep them together. An agenda that circulates without its notice block gives an owner no way to tell whether the meeting was properly called, and it gives the association no evidence that it was.

Fields in [BRACKETS] are fill-ins. Sections marked **fixed** should not be deleted; they carry a statutory requirement and removing them is how an otherwise valid board action becomes contestable.

How to use this template

1. Pick the meeting type in section 1. The type decides which notice track you are on, and two of the tracks require 14 days rather than 48 hours.
2. Fill the notice block completely, including the posting date and time. Not the date alone. The condominium and cooperative posting requirement is measured in continuous hours.
3. Itemize the agenda. Every business item gets its own line with its own subject. A heading with nothing under it does not satisfy the requirement to specifically identify agenda items.
4. Post it, and complete the certificate of posting in section 9 at the moment you post, not afterward from memory.
5. If the meeting is on a 14-day track, complete the affidavit in section 10 and file it with the association's official records.

1. Meeting identification and notice track

Field	Entry
Association name	[LEGAL NAME OF ASSOCIATION]
Association type	[HOMEOWNERS' ASSOCIATION / CONDOMINIUM ASSOCIATION / COOPERATIVE]
Meeting type	[REGULAR BOARD / SPECIAL BOARD / BUDGET / EMERGENCY / COMMITTEE]
Meeting date	[DAY, MONTH DD, YYYY]
Start time	[H:MM AM/PM]

Field	Entry
Physical location	[STREET ADDRESS, ROOM OR AREA, CITY, FL ZIP]
Prepared by	[NAME, TITLE OR ROLE]
Date prepared	[MONTH DD, YYYY]

1.1 Which notice track this meeting is on (fixed)

Select the row that matches, and use the deadline in that row. If more than one row applies, the longest notice period governs.

If the meeting will consider	Minimum notice	Method	Authority
Ordinary board business, condominium	48 continuous hours before the meeting	Posted conspicuously on the condominium property at the location the board designated by rule	§ 718.112(2)(c)1., Fla. Stat.
Ordinary board business, cooperative	48 continuous hours before the meeting	Posted conspicuously on the cooperative property at the location the board designated by rule	§ 719.106(1)(c), Fla. Stat.
Ordinary board business, HOA	48 hours before the meeting	Posted in a conspicuous place in the community. If the association does not post, mail or deliver notice to each member at least 7 days before instead	§ 720.303(2)(c)1., Fla. Stat.
A nonemergency special assessment	14 days before the meeting	Mailed, delivered, or electronically transmitted to owners and posted	§ 718.112(2)(c)1.; § 719.106(1)(c); § 720.303(2)(c)2., Fla. Stat.
An amendment to rules regarding unit or parcel use	14 days before the meeting	Mailed, delivered, or electronically transmitted to owners and posted	§ 718.112(2)(c)1.; § 719.106(1)(c); § 720.303(2)(c)2., Fla. Stat.

If the meeting will consider	Minimum notice	Method	Authority
The proposed annual budget, condominium	14 days before the meeting	Hand delivered, mailed, or electronically transmitted, together with a copy of the proposed budget	§ 718.112(2)(e)1., Fla. Stat.
The proposed annual budget, cooperative	14 days before the meeting	Mailed, hand delivered, or electronically transmitted, together with copies of the proposed budget	§ 719.106(1)(e)1., Fla. Stat.
An item placed on the agenda by owner petition, HOA	14 days before the meeting	The 14-day method above	§ 720.303(2)(d), Fla. Stat.
A genuine emergency	See section 8	See section 8	§ 718.112(2)(c)1.; § 719.106(1)(c); § 720.303(2)(c)1., Fla. Stat.

Two notes the statutes make explicit and most published agendas do not.

- **An assessment cannot be levied at a meeting whose notice did not say so.** For HOAs the notice must state that assessments will be considered and the nature of the assessments, per § 720.303(2)(c)2., Fla. Stat. For condominiums and cooperatives the notice must state that assessments will be considered and give the estimated cost and a description of the purposes, per § 718.112(2)(c)3. and § 719.106(1)(c), Fla. Stat. Use section 3 for this.
- **Larger communities have alternatives, and they are conditional.** A homeowners' association with more than 100 members may use a bylaw-authorized alternative to posting or mailing, and all three chapters allow closed-circuit broadcast or website posting in place of or in addition to physical posting, subject to conditions written into the statute, including a broadcast frequency of at least four times every broadcast hour. Do not switch to an alternative method without reading the conditions in § 718.112(2)(c)2., § 719.106(1)(c), or § 720.303(2)(c)1., Fla. Stat. and confirming your bylaws permit it.

1.2 Posting and delivery record (fixed)

Field	Entry
Posting location used	[THE LOCATION DESIGNATED BY BOARD RULE]
Date posted	[MONTH DD, YYYY]

Field	Entry
Time posted	[H:MM AM/PM]
Hours of continuous posting before the start time	[CALCULATE. MUST BE AT LEAST 48 FOR A CONDOMINIUM OR COOPERATIVE]
Posted by	[NAME]
Website or mobile application posting, if used	[URL AND DATE POSTED]
Mailed, delivered, or electronically transmitted on	[MONTH DD, YYYY, OR "NOT REQUIRED FOR THIS MEETING TYPE"]

Record the time, not only the date. The condominium and cooperative requirement is 48 *continuous* hours, and a date alone cannot show whether the notice stood for the full period.

2. Attendance, and how to attend

Owners have the right to attend this meeting. Board meetings are open to owners, subject only to the two narrow exceptions in section 7.

Field	Entry
In person at	[PHYSICAL ADDRESS FROM SECTION 1]
Accessibility	The association will hold the meeting at a location accessible to a person with a physical disability on request. Requests to [NAME, PHONE, EMAIL] by [DATE].

For homeowners' associations, § 720.303(2)(a), Fla. Stat. requires an accessible location when a person with a physical disability who has the right to attend requests one. Keep this line regardless of association type; it costs nothing and it answers the question before it is asked.

2.1 Video conference block (fixed when the meeting is held by video conference)

A condominium notice for a meeting conducted by video conference must state that fact and must carry three things: a hyperlink, a conference telephone number, and the physical address where owners may attend in person. Per § 718.112(2)(c)1., Fla. Stat. Give all three or the notice is incomplete, and a link with no dial-in number and no physical address is the most common version of that failure.

Field	Entry
This meeting will be conducted by video conference	[YES / NO]

Field	Entry
Video conference hyperlink	[FULL URL]
Conference telephone number	[PHONE NUMBER, INCLUDING ANY MEETING ID AND PASSCODE]
Physical address where owners may attend in person	[STREET ADDRESS, ROOM, CITY, FL ZIP]

Recording obligation. If a condominium board meeting is conducted by video conference, the meeting must be recorded and the recording must be maintained as an official record of the association, per § 718.112(2)(c)1., Fla. Stat. Assign that before the meeting starts.

Field	Entry
Person responsible for recording	[NAME]
Where the recording will be filed	[OFFICIAL RECORDS LOCATION]

Chapters 719 and 720 as written do not carry the same three-part video conference notice requirement for board meetings. If your association is a cooperative or a homeowners' association and you meet by video conference, use this block anyway. It is good practice, it is what an owner needs in order to attend, and your bylaws may require more than the statute does.

2.2 Recording by owners (fixed)

Owners of all three association types have a statutory right to record a board meeting. What differs is who writes the rules that limit it.

- **Condominium.** A unit owner may tape record or videotape the meetings, and the division adopts the reasonable rules governing the tape recording and videotaping. Per § 718.112(2)(c), Fla. Stat.
- **Cooperative.** Any unit owner may tape record or videotape meetings of the board of administration, and the division adopts the reasonable rules governing the tape recording and videotaping. Per § 719.106(1)(c), Fla. Stat.
- **Homeowners' association.** Any parcel owner may tape record or videotape meetings of the board of directors and meetings of the members, and the board of directors of the association may adopt reasonable rules governing the taping. Per § 720.306(10), Fla. Stat.

The distinction is the part boards get wrong. A condominium or cooperative board does not write its own recording rule; it points to the division's. An HOA board does write its own, and if it never adopted one there is no limit for it to enforce.

Owners may record this meeting. Recording is subject to the rule identified here and to no other. Rule in effect: [CONDOMINIUM OR COOPERATIVE: CITE THE DIVISION RULE. HOA: CITE THE BOARD-ADOPTED RULE, OR "NONE ADOPTED"].

Do not print a recording prohibition, and do not deny a recording request by pointing at a rule the association cannot produce. The right exists in all three chapters; only the limits are rule-made.

3. Statement of assessments (fixed when any assessment will be considered)

Complete this block whenever the board will consider levying a regular or special assessment. Leaving it blank does not make the item ordinary business; it makes the levy vulnerable.

Field	Entry
Assessments will be considered at this meeting	[YES / NO]
Nature of the assessment	[REGULAR / SPECIAL]
Purpose, described specifically	[WHAT THE MONEY IS FOR]
Estimated cost	[TOTAL DOLLAR AMOUNT]
Estimated amount per unit or parcel	[AMOUNT AND HOW IT IS APPORTIONED]
Proposed due date or payment schedule	[DATES]
Is this a nonemergency special assessment	[YES / NO. IF YES, THE 14-DAY TRACK APPLIES]

Authority: § 720.303(2)(c)2., Fla. Stat. requires the notice to state that assessments will be considered and the nature of the assessments. § 718.112(2)(c)3. and § 719.106(1)(c), Fla. Stat. require the notice to state that assessments will be considered and to provide the estimated cost and a description of the purposes.

3.1 Contracts on the agenda (condominium)

If an agenda item relates to approval of a contract for goods or services, a copy of the contract must be provided with the notice and made available for inspection and copying on written request, or made available on the association's website or downloadable application. Per § 718.112(2)(c)3., Fla. Stat.

Contract item	Vendor	Copy attached to notice	Where owners can read it
[ITEM NUMBER FROM SECTION 5]	[VENDOR NAME]	[YES / NO]	[WEBSITE URL OR INSPECTION LOCATION]

4. Owner participation at this meeting (fixed)

Owners have the right to speak at board meetings on the items designated on this agenda. That right is the reason itemization matters, and it is why this template will not print an agenda heading with nothing under it.

- **Condominium.** The right to attend includes the right to speak with reference to all designated agenda items, and the right to ask questions about the status of construction or repair projects, the status of revenues and expenditures during the current fiscal year, and other issues affecting the condominium. Per § 718.112(2)(c), Fla. Stat.
- **Cooperative.** The right to attend includes the right to speak with reference to all designated agenda items. Per § 719.106(1)(c), Fla. Stat.
- **Homeowners' association.** The right to attend includes the right to speak with reference to all designated items. Per § 720.303(2)(b), Fla. Stat.

All three chapters allow the association to adopt reasonable written rules on the frequency, duration, and manner of owner statements, and for homeowners' associations those rules may include a sign-up sheet. A limit that has not been adopted as a written rule is not a rule. A limit that owners cannot see before the meeting is not usable. Print yours here.

Field	Entry
The association has adopted written rules on owner statements	[YES / NO]
Where those rules are recorded	[RULE NUMBER, DATE ADOPTED]
Time allowed per speaker	[MINUTES]
Sign-up required	[YES / NO. IF YES, HOW AND BY WHEN]
When owners may speak	[BEFORE THE VOTE ON EACH ITEM / AT THE OWNER COMMENT ITEM / BOTH]

Petitioned items carry their own floor. For homeowners' associations, when an item reaches the agenda by petition of 20 percent of the total voting interests, each member has the right to speak for at least 3 minutes on that item, provided the member signs the sign-up sheet if one is provided or submits a written request to speak before the meeting. Per § 720.303(2)(d), Fla. Stat. A shorter house limit does not apply to those items.

Condominium boards owe owners four question sessions a year. In a residential condominium association of more than 10 units, the board must meet at least once each quarter, and at least four times each year the meeting agenda must include an opportunity for members to ask questions of the board. Per § 718.112(2)(c), Fla. Stat.

Field	Entry
This agenda includes the member	[YES / NO]

Field	Entry
question opportunity	
Question sessions held so far this year	[COUNT AND DATES]

5. Agenda

Number every item. Give every item a subject a reader can act on. “New business” is a heading, not an item, and a heading with no items under it defeats both the posting requirement and the right to speak, because there is nothing designated to speak about.

Mark each item with what the board intends to do with it:

- **D** for discussion only, no vote expected
- **V** for a vote
- **R** for ratification of an action already taken

An item marked D that turns into a vote is a problem worth avoiding. If a vote is possible, mark it V.

Agenda

1. **Call to order.** Time: [H:MM AM/PM].
2. **Roll call.** Directors present, directors absent, others present including the manager and counsel.
3. **Establish a quorum.** Quorum required under the bylaws: [NUMBER]. Present: [NUMBER].
Quorum established: [YES / NO].
4. **Proof of notice.** State the posting date and time from section 1.2, and, on a 14-day track, state the mailing or transmission date and confirm the affidavit in section 10 has been executed.
5. **Approval of minutes.** Meeting of [DATE]. [V]
6. **Financial report.** Period covered: [MONTH OR QUARTER]. Presented by [NAME]. Covers operating results against budget, reserve balances, and delinquencies. [D]
7. **Manager’s report.** [D] *(Delete if the association is self-managed.)*
8. **Committee reports.**
 - 8.1 [COMMITTEE NAME], reporting on [SUBJECT]. [D]
 - 8.2 [COMMITTEE NAME], reporting on [SUBJECT]. [D]
9. **Unfinished business.** Itemize. Delete the heading if there is none; do not leave it empty.
 - 9.1 [SPECIFIC SUBJECT, AND THE ACTION SOUGHT] [D / V / R]
 - 9.2 [SPECIFIC SUBJECT, AND THE ACTION SOUGHT] [D / V / R]
10. **New business.** Itemize. Delete the heading if there is none; do not leave it empty.
 - 10.1 [SPECIFIC SUBJECT, AND THE ACTION SOUGHT] [D / V / R]
 - 10.2 [SPECIFIC SUBJECT, AND THE ACTION SOUGHT] [D / V / R]
 - 10.3 [CONTRACT APPROVAL: VENDOR, SCOPE, AMOUNT, TERM. ATTACH THE CONTRACT PER SECTION 3.1] [V]

11. **Owner comment.** [MINUTES] per speaker under the rule stated in section 4. Owners may also speak on each designated item above when it is reached, per section 4.
12. **Member questions to the board.** (*Residential condominium associations of more than 10 units: include this at least four times a year, per section 4. Delete on other agendas or keep it as a courtesy.*)
13. **Next meeting.** Date [DATE], time [TIME], location [LOCATION].
14. **Adjournment.**

5.1 How to write an agenda item that holds up

A usable item names the subject, the decision, and the money.

- Weak: "Landscaping."
- Usable: "Award of the 2027 landscape maintenance contract to [VENDOR], 12-month term, [AMOUNT] annually, funded from the operating budget. Vote."
- Weak: "Roof."
- Usable: "Consider a special assessment of [AMOUNT] per unit for roof replacement at building [NUMBER], payable in [N] installments beginning [DATE]. Vote. This item places the meeting on the 14-day notice track."

6. Recording the vote (fixed)

The minutes must record how each director present voted, or that the director abstained, on every matter voted on.

- Condominium: § 718.111(1)(b), Fla. Stat.
- Cooperative: § 719.104(9)(b), Fla. Stat.
- Homeowners' association: § 720.303(3), Fla. Stat.

Directors may not vote by proxy or by secret ballot at a board meeting, with the narrow exception that officers may be elected by secret ballot. Per § 718.111(1)(b), § 719.104(9)(b), and § 720.303(2)(c)3., Fla. Stat.

Separately, board members may use email to communicate but may not cast a vote on an association matter by email. Per § 718.112(2)(c), § 719.106(1)(c), and § 720.303(2)(a), Fla. Stat.

Keep those two chapter 720 pin cites apart. The proxy and secret ballot rule sits at § 720.303(2)(c)3.; the email vote prohibition sits at § 720.303(2)(a). They are different sentences in different paragraphs, and citing one for the other is how a board loses an argument it should win.

Carry this grid into the minutes for each item marked V or R.

Item	Motion	Moved by	Seconded by	For	Against	Abstained	Result
[9.1]	[TEXT OF THE	[NAME]	[NAME]	[NAMES]	[NAMES]	[NAMES]	[CARRIED /

Item	Motion	Moved by	Seconded by	For	Against	Abstained	Result
	MOTION]						FAILED]

7. Closed portions, and the two exceptions that exist (fixed)

There is no general “executive session” in Florida community association law. Board meetings are open to owners. All three chapters recognize the same two narrow exceptions:

1. A meeting between the board or a committee and the association’s attorney about proposed or pending litigation, held for the purpose of seeking or rendering legal advice.
2. A board or committee meeting held for the purpose of discussing personnel matters.

Authority: § 718.112(2)(c)5., § 719.106(1)(c), and § 720.303(2)(a) and (b), Fla. Stat.

If either exception applies, say which one, and say it on the notice. Do not use a generic closed-session heading to cover a discussion that is neither.

Field	Entry
A closed portion is scheduled	[YES / NO]
Exception relied on	[ATTORNEY, PROPOSED OR PENDING LITIGATION / PERSONNEL MATTERS]
Subject, stated as specifically as the exception allows	[SUBJECT]
Approximate time	[H:MM AM/PM]

An action decided in a closed portion still has to be voted on in the open meeting to be a board action, and that vote is an agenda item like any other.

7.1 Committee meetings

Committee meetings are covered by the same notice and openness rules when the committee will take final action on behalf of the board, will make recommendations to the board about the budget, or, for homeowners’ associations, will decide the expenditure of association funds or approve or disapprove architectural decisions for a specific parcel. Per § 718.112(2)(c)4., § 719.106(1)(c), and § 720.303(2)(a), Fla. Stat. When in doubt, notice the committee meeting the same way you notice a board meeting.

8. Emergency meeting variant

Use this only for a genuine emergency. The emergency path is narrow and it carries a mandatory follow-up.

What the statutes allow. Notice of a board meeting must meet the posting requirement in section 1.1 except in an emergency. For condominiums and cooperatives, an item not included on the notice may be taken up on an emergency basis by a vote of at least a majority plus one of the board members, and that emergency action must be noticed and ratified at the next regular board meeting. Per § 718.112(2)(c)1. and § 719.106(1)(c), Fla. Stat. Chapter 720 carries the emergency exception to the posting requirement at § 720.303(2)(c)1., Fla. Stat.

Emergency notice block

Field	Entry
Nature of the emergency	[FACTS. WHAT HAPPENED, WHEN, AND WHY IT CANNOT WAIT 48 HOURS]
Action the board must take now	[SPECIFIC ACTION]
Notice given by	[METHOD: POSTING, TELEPHONE, EMAIL, TEXT]
Date and time notice was given	[MONTH DD, YYYY, H:MM AM/PM]
Directors reached	[NAMES]
Vote taken	[FOR / AGAINST / ABSTAINED, BY NAME]
Majority plus one satisfied, for a condominium or cooperative off-notice item	[YES / NO]

Ratification carries forward. Do not lose it.

Field	Entry
Next regular board meeting	[DATE]
Ratification item added to that agenda	[YES. AGENDA ITEM NUMBER: ____]

The ratification item on the next agenda should read: "Ratification of emergency action taken [DATE] regarding [SUBJECT]. Vote." Mark it R.

Convenience is not an emergency. A deadline the board knew about and let pass is not an emergency. If the answer to "why can this not wait 48 hours" is a sentence about scheduling, use the ordinary track.

9. Certificate of posting

Complete this at the moment of posting.

I posted the notice and agenda for the [MEETING TYPE] meeting of the board of directors of [ASSOCIATION NAME], scheduled for [DATE] at [TIME], at [POSTING LOCATION] on [DATE] at [TIME]. The notice remained posted continuously from that time until the meeting began.

Signature: _____ Printed name: [NAME] Title: [TITLE] Date: [DATE]

10. Affidavit of notice (required on the 14-day tracks)

Florida requires evidence of compliance with the 14-day notice by affidavit, executed by the person who provided the notice and filed with the association's official records. This applies to the special assessment and unit-use rule amendment notice under § 718.112(2)(c)1. and § 719.106(1)(c), Fla. Stat., and to the budget meeting notice under § 718.112(2)(e)1. and § 719.106(1)(e)1., Fla. Stat.

State of Florida, County of [COUNTY]

Before me appeared [NAME], who being duly sworn, says:

1. I am the [TITLE OR ROLE] of [ASSOCIATION NAME], or the person who provided the notice described below.
2. On [DATE], at least 14 days before the meeting scheduled for [MEETING DATE], I provided written notice of that meeting to the owners by [HAND DELIVERY / UNITED STATES MAIL / ELECTRONIC TRANSMISSION TO THE ADDRESSES OWNERS FURNISHED FOR THAT PURPOSE].
3. [FOR A BUDGET MEETING: I included a copy of the proposed annual budget with that notice.]
4. On [DATE] at [TIME], I also posted the notice and agenda at [POSTING LOCATION].
5. 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].

Signature: _____ Printed name: [NAME]

Sworn to and subscribed before me this [DAY] day of [MONTH], [YEAR], by [NAME], who is personally known to me or produced [IDENTIFICATION] as identification.

Notary public: _____ Commission expires: [DATE]

File the executed affidavit with the official records. For homeowners' associations the statute does not require an affidavit for the 14-day notice, but the association still has to be able to prove the notice went out. Executing one costs a few minutes and it is the only contemporaneous evidence you will have a year later.

11. What this template deliberately does not do

Each of these is common in agendas Florida associations publish. Each is left out on purpose.

Practice we do not include	Why
An empty “New business” or “Old business” heading	Condominium and homeowners’ association notices must specifically identify agenda items. § 718.112(2)(c)1.; § 720.303(2)(c)1., Fla. Stat. Chapter 719 words it differently: it requires adequate notice of all meetings and gives owners the right to speak with reference to all designated agenda items, § 719.106(1)(c), Fla. Stat., so a cooperative that designates nothing leaves owners nothing to speak on. Under all three, a heading with nothing under it identifies nothing.
A generic “executive session” line	Chapters 718, 719, and 720 recognize two narrow exceptions to open meetings, not a general closed session. § 718.112(2)(c)5.; § 719.106(1)(c); § 720.303(2)(a) and (b), Fla. Stat. Section 7 names the exception instead.
A video conference line carrying only a meeting link	A condominium notice for a video conference meeting must carry the hyperlink, a conference telephone number, and the physical address where owners may attend in person. § 718.112(2)(c)1., Fla. Stat.
An agenda with no place for owners to speak	The right to attend includes the right to speak on designated items, and a limit on that right is only usable if the association adopted it as a reasonable written rule. § 718.112(2)(c); § 719.106(1)(c); § 720.303(2)(b), Fla. Stat.
A posting line that records only a date	The condominium and cooperative requirement is 48 continuous hours. A date cannot evidence a continuous period. § 718.112(2)(c)1.; § 719.106(1)(c), Fla. Stat.
An assessment item with no statement of purpose or cost	The notice itself must state that assessments will be considered, and, for condominiums and cooperatives, the estimated cost and the purposes. § 718.112(2)(c)3.; § 719.106(1)(c); § 720.303(2)(c)2., Fla. Stat.
A recording limit printed with no source of authority	All three chapters give owners a recording right: § 718.112(2)(c); § 719.106(1)(c); § 720.306(10), Fla. Stat. Who may limit it differs. The division adopts the recording rules for condominiums and cooperatives; an HOA board adopts its own.

Practice we do not include	Why
	Section 2.2 prints the right for all three and makes the board name the rule its limit comes from, so a limit that does not exist cannot be enforced.

12. Before you post: checklist

- ☐ Meeting type selected, and the notice track in section 1.1 matches it.
- ☐ Every business item is itemized with a specific subject. No empty headings.
- ☐ Every item is marked D, V, or R.
- ☐ Posting date **and time** recorded, and the continuous hours calculated.
- ☐ Posted at the location the board designated by rule, per § 718.112(2)(c)2. or § 719.106(1)(c), Fla. Stat., where applicable.
- ☐ If assessments will be considered, section 3 is complete and the 14-day track was applied where required.
- ☐ If a contract will be approved at a condominium meeting, a copy went out with the notice and owners know where to read it.
- ☐ If the meeting is by video conference, the hyperlink, the dial-in number, and the physical address are all present, and a person is assigned to record it where the statute requires a recording.
- ☐ Owner comment is on the agenda, and the association's speaking rule is printed next to it.
- ☐ On a 14-day track, the affidavit in section 10 is executed and filed.
- ☐ For an emergency meeting, the ratification item is already drafted into the next regular agenda.

13. Statutes referenced

Citation	Subject
§ 718.111(1)(b), Fla. Stat.	Director votes and abstentions recorded in the minutes; no proxy or secret ballot voting by directors
§ 718.112(2)(c), Fla. Stat.	Condominium board meetings: openness, right to speak, owner recording, quarterly meetings and member questions, 48 continuous hours posting, video conference notice, off-notice emergency items and ratification, 14-day notice, assessment statements, contract copies, committee meetings, the two closed-meeting exceptions
§ 718.112(2)(e)1., Fla. Stat.	Condominium budget meeting: 14-day notice with a copy of the proposed budget, and the

Citation	Subject
	affidavit
§ 719.104(9)(b), Fla. Stat.	Cooperative director votes and abstentions recorded in the minutes
§ 719.106(1)(c), Fla. Stat.	Cooperative board meetings: openness, right to speak, owner recording, 48 continuous hours posting, off-notice emergency items and ratification, 14-day notice and affidavit, assessment statements, committee meetings, the two closed-meeting exceptions
§ 719.106(1)(e)1., Fla. Stat.	Cooperative budget meeting: 14-day notice with copies of the proposed budget, and the affidavit
§ 720.303(2), Fla. Stat.	HOA board meetings: openness, accessible location, right to speak and written rules on statements, 48-hour posting or 7-day mailing, specific identification of agenda items, 14-day notice for special assessments and parcel-use rule amendments, the 20 percent petition and the 3-minute floor, no proxy or secret ballot voting by directors
§ 720.303(3), Fla. Stat.	HOA minutes: each director's vote or abstention recorded
§ 720.303(5), Fla. Stat.	HOA official records: inspection within 10 business days of a written request
§ 720.303(6)(a), Fla. Stat.	HOA annual budget: a copy, or notice that a copy is available at no charge, provided to each member
§ 720.306(10), Fla. Stat.	HOA recording: any parcel owner may tape record or videotape board and member meetings; the board may adopt reasonable rules governing the taping

Statutory text was read from the Florida statute corpus on 2026-08-19. Confirm current text before relying on any citation; the Legislature amends chs. 718, 719, and 720 nearly every session.