

Board meeting minutes

A fill-in-the-blank record of a board meeting for a Florida community association, built so that the things Florida law actually requires in minutes are impossible to leave out, and the things that should never appear in an official record are flagged before someone types them.

Minutes are not a summary written for the board's convenience. They are an official record of the association, an owner can demand to inspect them, and in a condominium of 25 or more units the approved minutes go on the association's website for anyone with a login to read. Write them as a document that will be read by an owner who disagrees with the decision.

Before you use this

Pick your chapter. The requirements below differ slightly by association type. Use the column that matches yours.

	Condominium	Homeowners' association	Cooperative
Governing chapter	Ch. 718, Fla. Stat.	Ch. 720, Fla. Stat.	Ch. 719, Fla. Stat.
Minutes are an official record	§ 718.111(12)(a)6.	§ 720.303(4)(a)6.	§ 719.104(2)(a)4.
Vote or abstention recorded per director	§ 718.111(1)(b)	§ 720.303(3)	§ 719.104(9)(b)
Retention	Permanently, § 718.111(12)(b)	At least 7 years, § 720.303(4)(a)	At least 7 years, § 719.104(2)(b)
Owner inspection deadline	10 working days, § 718.111(12)(b)	10 business days, § 720.303(5)(a)	See § 719.104(2)
Records owners may not inspect	§ 718.111(12)(c)	§ 720.303(5)(g)	See § 719.104(2)

Fill in every bracket. Anything left as [] is a gap in the record, not a formatting oversight.

Do not delete the vote record block. It is the one part of these minutes that a Florida statute dictates line by line, and it is the part that decides whether a contested board action can be reconstructed a year later.

What Florida requires minutes to contain

Four requirements, and only four, are set by statute. Everything else in this template is practice, not law.

1. Minutes must exist, in writing or in a form convertible to writing.

§ 720.303(3), Fla. Stat.: “Minutes of all meetings of the members of an association and of the board of directors of an association must be maintained in written form or in another form that can be converted into written form within a reasonable time.”

Chapter 718 and chapter 719 reach the same place through the official-records list: minutes of all meetings of the association, the board, any committee, and the owners are official records the association must maintain. See § 718.111(12)(a)6. and § 719.104(2)(a)4., Fla. Stat.

2. Every director’s vote or abstention on every matter voted on must be recorded, by name.

§ 718.111(1)(b), Fla. Stat.: “A vote or abstention for each member present shall be recorded in the minutes.” § 719.104(9)(b) carries that same sentence verbatim, though the two paragraphs differ on the abstention point covered in item 3 below. § 720.303(3) states it as “A vote or abstention from voting on each matter voted upon for each director present at a board meeting must be recorded in the minutes.”

A tally alone (“motion carried 4 to 1”) does not satisfy this. Name the directors.

3. Silence counts as a yes, so the record has to show who was in the room.

The presumption exists in both chapters, but the escape from it is not worded the same way, so read your own chapter.

Condominium. § 718.111(1)(b), Fla. Stat.: a director present at a board meeting at which action on a corporate matter is taken is presumed to have assented to that action “unless he or she votes against such action or abstains from voting.” Any abstention breaks the presumption, and the same paragraph adds that a director who abstains is presumed to have taken no position on the action.

Cooperative. § 719.104(9)(b), Fla. Stat. is narrower. A present director is presumed to have assented “unless the director votes against such action or abstains from voting in respect thereto because of an asserted conflict of interest.” A co-op director who abstains for any other reason, including simply not wanting to take a position, can still be presumed to have assented. If a co-op director abstains on a conflict, the minutes should say the abstention was for an asserted conflict of interest, because that is the fact the statute conditions the escape on. § 719.104(9)(b) also carries no counterpart to the condominium sentence about an abstaining director taking no position.

HOA. Chapter 720 has no presumed-assent clause at all. § 720.303(3), Fla. Stat. requires the vote or abstention to be recorded for each director present, but it attaches no presumption to silence. Record the vote either way.

In all three, the presumption or the record only works if the roll call is accurate, which is why the roll call and the vote record have to agree.

4. Directors may not vote by proxy or by secret ballot.

§ 718.111(1)(b), § 719.104(9)(b), and § 720.303(2)(c)3., Fla. Stat. The one exception is the election of officers, which may be by secret ballot. If your minutes show an absent director voting, or a written ballot on a substantive motion, the minutes are recording something the statute does not permit.

Directors also may not vote by e-mail. § 718.112(2)(c) and § 720.303(2)(a), Fla. Stat. If a decision was reached over e-mail before the meeting, the minutes cannot cure that. Put the item on an agenda and vote in the open meeting.

What Florida does not set: neither § 718.111 nor § 720.303 gives a deadline for drafting minutes or for approving them. Set your own standard in a board resolution. A workable one is a draft circulated within 10 business days and approval at the next regular meeting. Condominium associations of 25 or more units should note that § 718.111(12)(g)2.e., Fla. Stat. requires the approved minutes of every board meeting for the preceding 12 months to be posted digitally, so a board that never approves its minutes has nothing lawful to post.

The template

Everything from here to the certification block is the document. Copy it, fill it in, delete the guidance notes in italics before circulating.

[Association legal name]

Minutes of a [regular / special / emergency / budget / organizational] meeting of the board of [directors / administration]

Date: [day, month, date, year] **Called to order:** [time] [time zone] **Adjourned:** [time] **Physical location:** [street address, room or area] **Meeting also conducted by video conference:** [yes / no]

If yes, the notice for this meeting had to state that the meeting would be by video conference and include a hyperlink and a conference telephone number, plus the physical address where owners could attend in person. § 718.112(2)(c)1., Fla. Stat. For a condominium, a board meeting conducted by video conference must be recorded and that recording is an official record of the association. § 718.112(2)(c)1., Fla. Stat.

Video conference platform and access: [platform, hyperlink, dial-in number] **Meeting recorded:** [yes / no] **Recording retained as an official record:** [yes / no / not applicable]

1. Notice and posting

Item	Record
Agenda posted at	[posting location as designated by board rule]
Posted on	[date] at [time]
Continuous hours posted before meeting	[number]

Item	Record
Notice also mailed, delivered, or electronically transmitted	[yes / no]
Date of that notice	[date]
Reason 14-day notice was required, if applicable	[nonemergency special assessment / amendment to rules regarding unit or parcel use / not applicable]
Affidavit of compliance with 14-day notice filed with official records	[yes / no / not applicable]

Condominium: adequate notice of all board meetings, specifically identifying all agenda items, must be posted conspicuously on the condominium property at least 48 continuous hours before the meeting except in an emergency. Written notice of a meeting at which a nonemergency special assessment or an amendment to rules regarding unit use will be considered must be mailed, delivered, or electronically transmitted and posted at least 14 days before, and evidence of compliance must be made by affidavit filed with the official records. § 718.112(2)(c)1., Fla. Stat.

Homeowners' association: notices of all board meetings must specifically identify agenda items and be posted conspicuously in the community at least 48 hours in advance, except in an emergency, or mailed or delivered to each member at least 7 days before. An assessment may not be levied at a board meeting unless the notice stated that assessments would be considered and the nature of the assessments. Written notice of a meeting at which special assessments or amendments to rules regarding parcel use will be considered must go out at least 14 days before. § 720.303(2)(c)1. and 2., Fla. Stat.

Record the posting time, not just the date. "Continuous" is the operative word in the condominium standard, and a timestamp is the only thing that evidences it.

2. Call to order

The meeting was called to order at [time] by [name], [title].

3. Roll call

Directors present in person: [name, office]; [name, office] **Directors present by video conference or telephone:** [name, office] **Directors absent:** [name, office] **Also present:** [manager name and firm]; [association counsel, if present]; [other] **Owners in attendance:** [number]

The roll call is load-bearing. In a condominium, a director recorded as present who does not vote against a motion or abstain is presumed to have assented to it. § 718.111(1)(b), Fla. Stat. In a cooperative the presumption is harder to escape: only a vote against, or an abstention taken because of an asserted conflict of interest, rebuts it, so note the asserted conflict when a co-op director abstains. § 719.104(9)

(b), Fla. Stat. Chapter 720 attaches no presumption to silence, but still requires each present director's vote or abstention to be recorded. § 720.303(3), Fla. Stat.

4. Quorum

A quorum of the board [was / was not] established. [number] of [number] directors were present. The quorum requirement in the association's bylaws is [state the requirement, for example a majority of the full board].

Quorum for a board meeting comes from your bylaws, not from these statutes. Read Article [] of the bylaws and write the actual number here rather than the word "quorum."

5. Proof of notice

[Name], [title], reported that notice of this meeting was given as recorded in section 1 above and presented [the posting affidavit / a photograph of the posted notice / the mailing certificate] for the records.

6. Approval of prior minutes

Minutes of the [regular / special] board meeting held [date] were [circulated in advance / distributed at the meeting].

Motion: [name] moved to approve the minutes of the [date] meeting [as circulated / as corrected].

Corrections made: [state each correction, or "none"] **Second:** [name] **Vote:**

Director	Yes	No	Abstain
[name]			
[name]			
[name]			

Result: [carried / failed]

Corrections belong in the current meeting's minutes as corrections. Do not silently rewrite an approved prior set. The approved version and the correction are both part of the record.

7. Financial report

Reporting period: [month or quarter, year] **Presented by:** [name, title]

Measure	Amount
Operating cash on hand	[] <i>Reserve cash on hand</i> []
Total assessments receivable	[] <i>Receivables over 90 days</i> []
Operating result versus budget, year to date	[\$ over / \$ under]

Questions from directors: [summarize the question and the answer, not the discussion].

Report portfolio-level numbers. Do not name a delinquent owner in the minutes. See “What must not go into minutes” below.

8. Manager’s report

[Summarize in three to six lines what was reported: work completed, work scheduled, vendor issues, compliance deadlines. Attach the written report as an exhibit and reference it here rather than reproducing it.]

Exhibit reference: [Exhibit A, manager’s report dated (date)]

9. Committee reports

Committee	Reporting	Summary	Board action requested
[name]	[name]	[one or two lines]	[yes / no]

A committee meeting at which a final decision will be made on the expenditure of association funds, or a meeting of any body with power to approve or disapprove architectural decisions, is itself subject to the open-meeting and notice rules, and its own minutes are official records. § 718.111(12)(a)6., § 720.303(2)(a) and (2)(c)3., Fla. Stat.

10. Unfinished business

Itemize. A heading with nothing under it defeats the notice requirement that agenda items be specifically identified, and it defeats the owner’s right to speak on designated items. § 718.112(2)(c), § 720.303(2)(b) and (2)(c)1., Fla. Stat. If nothing was carried over, write “None.”

10.1 [Agenda item as it appeared on the posted notice]

Discussion: [two to four lines. What the board was deciding and the factual basis. Not who said what.]

Motion: [exact text of the motion as moved] **Moved by:** [name] **Seconded by:** [name]

Director	Yes	No	Abstain	Reason for abstention
[name]				
[name]				
[name]				
[name]				
[name]				

Result: [carried / failed] **Effective:** [immediately / date] **Assigned to:** [name] **Due:** [date]

10.2 [Next item]

[Repeat the block.]

11. New business

Same rule. Each item is listed separately, as worded on the posted agenda.

11.1 [Agenda item as posted]

Discussion: [two to four lines]

Motion: [exact text] **Moved by:** [name] **Seconded by:** [name]

Director	Yes	No	Abstain	Reason for abstention
[name]				

Result: [carried / failed] **Effective:** [immediately / date] **Assigned to:** [name] **Due:** [date]

12. Items taken up that were not on the posted notice

[List any item taken up on an emergency basis, or write "None."]

Item: [description] **Basis for taking it up without notice:** [state the emergency] **Vote to take up the item:**

Director	Yes	No	Abstain
[name]			

Result: [carried by a majority plus one of the board members / failed]

Condominium: an item not included on the notice may be taken up on an emergency basis only 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. § 718.112(2)(c)1., Fla. Stat. If this section is used, add a ratification item to the next regular agenda now, not later.

Ratification item added to the agenda for: [date of next regular meeting]

13. Ratification of prior emergency action

[If the last meeting took emergency action, record its ratification here, or write "None pending."]

Action being ratified: [description, taken (date)] **Motion:** [name] moved to ratify the emergency action described above. **Second:** [name]

Director	Yes	No	Abstain
[name]			

Result: [ratified / not ratified]

14. Owner comment

The board opened the floor for owner comment at [time] and closed it at [time]. [number] owners spoke.

Speaking rule applied: [state the association's adopted written rule, for example three minutes per speaker per designated agenda item, sign-up sheet required] **Topics raised:** [list the agenda items or subjects, without naming speakers] **Matters the board agreed to place on a future agenda:** [item, target meeting date]

Owners have a statutory right to speak on designated agenda items. § 718.112(2)(c) gives the right to speak "with reference to all designated agenda items" plus the right to ask questions about the status of construction or repair projects and about revenues and expenditures during the current fiscal year. § 720.303(2)(b) gives the parallel right to speak "with reference to all designated items." Both chapters let the association adopt reasonable written rules on frequency, duration, and manner. A limit only binds an owner if it was adopted as a written rule, so cite the rule here rather than describing what the chair did.

Condominium boards should also note that at least four times each year the meeting agenda must include an opportunity for members to ask questions of the board. § 718.112(2)(c), Fla. Stat. Track which meetings satisfied that in your annual calendar.

Homeowners' associations: if 20 percent of the total voting interests petitioned the board to address an item, each member has the right to speak for at least 3 minutes on that item, provided the member signed the sign-up sheet or submitted a written request to speak before the meeting. § 720.303(2)(d), Fla. Stat. Record the petitioned item and the speakers' count separately.

15. Recording of the meeting by owners

[Record whether any owner recorded the meeting, or write “No owner recorded the meeting.”]

A condominium unit owner may tape record or videotape a board meeting, subject to reasonable rules adopted by the division. § 718.112(2)(c), Fla. Stat. Do not record a refusal in the minutes without checking your governing documents and the applicable rule first.

16. Adjournment

There being no further business, [name] moved to adjourn. [name] seconded. The motion carried and the meeting adjourned at [time].

Next regular meeting: [date, time, location]

Certification

These minutes were prepared by [name], [title], on [date].

Approved by the board of [directors / administration] at its meeting on [date].

[Name], Secretary [Association legal name]

Approval status: [draft, not yet approved / approved (date)] **Exhibits attached:** [list]

Mark every unapproved set “DRAFT” on every page. For a condominium of 25 or more units, only approved minutes are posted to the association’s website or application. § 718.111(12)(g)2.e., Fla. Stat.

What must not go into minutes

This is the section most templates omit, and it is the reason minutes create liability. An owner can inspect the minutes. In a condominium of 25 or more units, the approved minutes of every board meeting for the preceding 12 months sit on the association’s website. § 718.111(12)(g)2.e., Fla. Stat. And the association has to make sure that information owners are not entitled to inspect never gets posted, redacting it first if it appears in a document that must be posted. § 718.111(12)(g)3. and § 720.303(4)(b)4., Fla. Stat.

The cheapest way to comply with that redaction duty is to never write the protected material into the minutes in the first place.

1. Personal identifiers of any owner, resident, or employee. Social security numbers, driver license numbers, credit card numbers, e-mail addresses, telephone numbers, facsimile numbers, emergency contact information, and any address for an owner other than the address the association uses for

notices are all excluded from what owners may inspect. § 718.111(12)(c)5.e. and § 720.303(5)(g)6., Fla. Stat. A name, unit or parcel designation, mailing address, and property address are not protected. Everything else about a person is.

2. Owner names in enforcement, delinquency, and collection matters. Use the unit or parcel designation. “Unit 214, second notice of violation issued for the fence height covenant” is a complete record. Adding the owner’s name publishes an accusation to every other owner and, in a condominium, to the association’s website. Nothing in Ch. 718, 719, or 720 requires the name to appear in the minutes.

3. Medical information of any kind. Medical records of owners and residents are excluded from owner inspection. § 718.111(12)(c)5.d. and § 720.303(5)(g)5., Fla. Stat. This reaches further than most boards expect: a request for a reasonable accommodation, an assistance animal request, and an owner’s explanation of why they need a modification are all matters where the supporting detail should stay out of the minutes. Record that a request was received for the unit, that the board acted, and what it decided. Do not record the condition.

4. Personnel matters and employee discipline. Personnel records of association and management company employees, including disciplinary, payroll, health, and insurance records, are excluded from owner inspection. § 718.111(12)(c)5.c. and § 720.303(5)(g)4., Fla. Stat. A homeowners’ association board meeting held to discuss personnel matters is not required to be open to members at all. § 720.303(2)(b), Fla. Stat. Record that the board met on a personnel matter and any action that has to be public, such as a budget line change. Do not record the discussion.

5. What the association’s attorney said. Records protected by the lawyer-client privilege and by the work-product privilege are excluded from owner inspection. § 718.111(12)(c)5.a. and § 720.303(5)(g)1., Fla. Stat. Board meetings between the board or a committee and the association’s attorney about proposed or pending litigation are not required to be open to members. § 720.303(2)(b), Fla. Stat. Write that the board met with counsel, name the general subject, and record any action the board later took in an open session. Do not summarize the advice. Ask your counsel how they want closed sessions recorded, and follow that.

6. Information gathered while approving a lease, sale, or transfer. Excluded from owner inspection by § 718.111(12)(c)5.b. and § 720.303(5)(g)2., Fla. Stat. Background check results, credit reports, and application contents do not belong in minutes. Record the decision and the unit.

7. Gated-community guest information. Information a homeowners’ association obtains in a gated community in connection with guests’ visits to owners or residents is excluded from owner inspection. § 720.303(5)(g)3., Fla. Stat.

8. A transcript. Minutes record what was decided, not what was said. A verbatim account of debate creates a document where every director’s stray remark is permanent and quotable, and it buries the vote record that the statute actually requires. Two to four lines of context per motion is the target.

9. Characterizations of people. No adjectives about owners, directors, vendors, or staff. Not “an angry owner,” not “the board was frustrated,” not “the vendor was uncooperative.” Record the fact and the decision. If a director wants a position on the record, that is what the vote and the abstention reason field are for.

10. Motives, speculation, and legal conclusions. “The board determined the owner is in violation” is a finding the board may not have the authority to make in that forum. In a fine or suspension matter, the

hearing is before a committee of at least three people who are not officers, directors, or employees of the association and not their close relatives, and that committee's role is limited to confirming or rejecting what the board levied. § 718.303(3)(b), Fla. Stat.; § 720.305(2)(b) and (2)(c), Fla. Stat. Keep the board's minutes to what the board did and let the committee's own record carry the hearing.

11. Draft numbers stated as decisions. If a figure was presented for discussion and not adopted, label it. An owner reading the minutes two years later cannot tell a proposal from a resolution unless you say which it was.

12. Anything that did not happen at the meeting. E-mail threads between directors, hallway agreements, and phone polls are not board action. Directors may not cast a vote on an association matter by e-mail. § 718.112(2)(c) and § 720.303(2)(a), Fla. Stat. If a matter was worked out beforehand, the minutes still have to show a motion, a second, and a recorded vote taken at the meeting, or there is no board action to record.

13. Names of individual owner-comment speakers, by default. Record that the forum was held, how long it ran, how many spoke, and what subjects were raised. Naming speakers turns an owner's participation into a permanent, publishable record of their position. If your association wants speakers named, adopt that as a written rule so owners know before they stand up.

Retention, inspection, and publication

Retention. For a condominium, minutes are in the group of official records that must be maintained permanently from the inception of the association. § 718.111(12)(a)6. and (12)(b), Fla. Stat. For a homeowners' association, official records including the minutes of all meetings of the board and of the members must be maintained for at least 7 years, or longer if the governing documents require it. § 720.303(4)(a), Fla. Stat. For a cooperative, official records must be maintained within the state for at least 7 years. § 719.104(2)(b), Fla. Stat.

Video-conference recordings. For a condominium, a board meeting conducted by video conference must be recorded, and that recording is an official record. Where there are approved minutes for a meeting held by video conference, the recording must be maintained for at least 1 year after the date the video recording is posted. § 718.111(12)(a)6. and § 718.112(2)(c)1., Fla. Stat.

Inspection. A condominium association must make records available to a unit owner within 45 miles of the condominium property or within the county, within 10 working days after a written request. § 718.111(12)(b), Fla. Stat. A homeowners' association has 10 business days, with the same distance rule, and failure to comply within 10 business days of a request sent by certified mail creates a rebuttable presumption of a willful failure, exposing the association to minimum damages of \$50 per calendar day for up to 10 days beginning on the 11th business day. § 720.303(5)(a), (b), and (c), Fla. Stat.

Both chapters let an owner use a smartphone, tablet, or portable scanner to make an electronic copy during the inspection, and the association may not charge for that use. § 718.111(12)(c)5. and § 720.303(5)(a), Fla. Stat. Plan on your minutes being photographed.

Publication. A condominium association operating a condominium with 25 or more units that does not contain timeshare units must post the approved minutes of all board meetings over the preceding 12 months in digital format on its website or through a downloadable application, in a section accessible only to unit owners and employees. § 718.111(12)(g)1. and (g)2.e., Fla. Stat. Protected information must

be kept off that site, and redacted out of any document that has to be posted. § 718.111(12)(g)3., Fla. Stat.

The homeowners' association posting list at § 720.303(4)(b)1., Fla. Stat. for associations with 100 or more parcels does not include minutes. Notices and agendas are on it; minutes are not. If your homeowners' association posts minutes anyway, that is a choice, and the same redaction discipline applies.

Variants

Emergency meeting. Use the same template. Section 1 records why notice was shortened. Section 12 records the emergency vote. Then add the ratification item to the next regular agenda before you file the minutes, because a condominium's emergency action must be noticed and ratified at the next regular board meeting. § 718.112(2)(c)1., Fla. Stat.

Members' or annual meeting. Minutes of members' meetings are official records in all three chapters. § 718.111(12)(a)6., § 719.104(2)(a)4., § 720.303(4)(a)6., Fla. Stat. Replace the roll call with the certified count of voting interests present in person and by proxy, replace quorum with the members' quorum from your bylaws, and record ballot counts rather than director votes. Ballots, sign-in sheets, and proxies are separately retained: 1 year from the date of the election, vote, or meeting for a condominium and a cooperative. § 718.111(12)(a)12., § 719.104(2)(a)10., Fla. Stat.

Committee meeting. Use sections 2 through 6, 10, 11, and 16. A committee whose final decision will commit association funds, or that approves or disapproves architectural decisions, is covered by the same open-meeting and notice rules as the board. § 718.111(12)(a)6., § 720.303(2)(a) and (2)(c)3., Fla. Stat. For a fine or suspension hearing committee, keep a separate record: the committee's role is limited to confirming or rejecting the fine or suspension, and the written notice of its findings is due to the owner within 7 days after the hearing in a homeowners' association. § 720.305(2)(c) and (2)(d), Fla. Stat.

Adoption checklist

Before the board starts using this template, decide and write down:

1. Who drafts the minutes, and the deadline for circulating a draft. No statute sets one.
2. When minutes are approved. The next regular meeting is the usual answer, and for a condominium of 25 or more units it is the practical requirement, since only approved minutes get posted.
3. The association's written rule on owner comment: frequency, duration, manner, and whether a sign-up sheet is required. § 718.112(2)(c), § 720.303(2)(b), Fla. Stat.
4. The designated posting location for board meeting notices, adopted by board rule. § 718.112(2)(c)2., Fla. Stat.
5. Whether speakers at owner comment are named. Default to no.
6. How closed sessions with counsel are recorded, decided with counsel.
7. Who holds the video-conference recordings and where.
8. Where the approved minutes live for inspection, and who answers a records request.

Where your own documents control

This template follows Ch. 718, 719, and 720, Fla. Stat. Your declaration and bylaws sit on top of those and can require more. Common places they do:

- **Quorum for a board meeting.** Always in the bylaws, never in these statutes.
- **Officer duties.** Whether the secretary must personally prepare the minutes.
- **Retention beyond the statutory minimum.** § 720.303(4)(a) explicitly defers to a longer period in the governing documents.
- **Approval procedure and reading of minutes.** Some bylaws still require minutes to be read aloud.
- **Notice periods longer than the statutory floor.**

Read Article [] of your bylaws before the first meeting where you use this template, and note any place your documents are stricter directly in the section it affects.