

Florida laws governing community associations require notice of meetings to encourage owner participation. Here is a helpful guide summarizing the notice requirements under statute; however, this guide is not intended to be all inclusive and is only for general reference.

MEETING TYPE	CONDO/CO-OP
Board meeting(s)	48 hours posted notice with agenda, except in an emergency (or pursuant to the condo/co-op documents).
Budget meeting(s)	14 days mailed, hand delivered, or electronically transmitted (to those unit owners who consented in writing to receive electronic notice) notice with a copy of the proposed budget, and posted notice (or pursuant to the condo/co-op documents). Effective July 1, 2021, the board must adopt the annual budget at least 14 days prior to the start of the association's fiscal year (see Chapter 2021-135, Laws of Florida).
Annual meeting(s) without election and membership meetings generally	14 days mailed, delivered, or electronically transmitted (to those unit owners who consented in writing to receive electronic notice) and posted notice (or pursuant to the condo/co-op documents).
Annual meeting(s) with election or election as provided in the documents	The first notice must be mailed, delivered, or electronically transmitted (to those unit owners who consented in writing to receive electronic notice) at least 60 days prior to a scheduled election; the second notice must be mailed, delivered, or electronically transmitted (to those unit owners who consented in writing to receive electronic notice) and posted at least 14 days, but not more than 34 days, in advance of the scheduled election.
Nonemergency special assessment(s)	14 days mailed, delivered, or electronically transmitted (to those unit owners who consented in writing to receive electronic notice) and posted notice (or pursuant to the condo/co-op documents). The purpose and estimated amount of regular or special assessment(s) must be included in the meeting notice.
Board meeting(s) to adopt rules regarding unit or parcel use	14 days mailed, delivered, or electronically transmitted (to those unit owners who consented in writing) and posted notice (or pursuant to the condo/co-op documents).
Committee meeting(s)	<p>Committees that take final action on behalf of the board or make recommendations to the board regarding the association budget must post notice of their meetings at least 48 hours in advance (or pursuant to the condo/co-op documents) with agenda, and the meetings must be open to the unit owners.</p> <p>Committees that DO NOT take final action on behalf of the board or make recommendations to the board regarding the association budget must post notice their meetings 48 hours in advance (or pursuant to the condo/co-op documents) with agenda, and the meetings must be open to the unit owners, UNLESS the bylaws provide otherwise.</p>
Association attorney meeting(s)	48 hours posted notice, except in an emergency (or pursuant to condo/co-op documents), but such meetings are not open to unit owners when the meeting is regarding proposed or pending litigation if the meeting is held for the purpose of seeking or rendering legal advice.
Board meetings held for the purpose of discussing personnel matters	48 hours posted notice, except in an emergency (or pursuant to condo/co-op documents), but such meetings are not open to unit owners.

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