# Florida Condo Board Meeting Rules: Notice, Rights & Voting

Florida condo board meetings follow specific state rules around notice, owner rights, and voting — knowing them helps you stay informed and protected.

LegalClarity Florida
Published Apr 1, 2026

Florida condo board meetings follow detailed rules set by Chapter 718 of the Florida Statutes, and boards that skip steps risk having their decisions challenged or overturned. These requirements cover everything from how far in advance owners must be notified to what goes into the minutes afterward. Understanding these rules matters whether you sit on the board or simply want to hold it accountable.

## How Often the Board Must Meet

In any residential condominium with more than 10 units, the board must meet at least once every quarter. At least four of those meetings each year must include a dedicated opportunity for unit owners to ask questions of the board, covering topics like the status of repair projects, the current budget, and other issues affecting the community.[1] Boards in smaller associations with 10 or fewer units are not subject to this quarterly minimum, though their bylaws may impose their own schedule.

## Notice Requirements for Board Meetings

Every board meeting requires notice posted in a visible spot on the condominium property at least 48 continuous hours beforehand. The notice must list every item the board plans to discuss. Vague descriptions or catch-all “new business” categories don’t satisfy this requirement.[1] The board must formally designate a specific location on the property where all meeting notices will be posted, and it must notify owners of that location.

## The 14-Day Notice Rule

Certain types of business demand a longer heads-up. When the board plans to consider a nonemergency special assessment or an amendment to rules about how owners can use their units, written notice must go out to every unit owner at least 14 days before the meeting. This notice must be mailed, hand-delivered, or sent electronically, on top of the standard physical posting. The association must keep an affidavit on file proving it met this 14-day requirement.[1]

If the agenda includes a vote on a contract for goods or services, a copy of that contract must either accompany the notice or be available for owners to inspect and copy upon written request. Some associations also post these materials on their website or a mobile app.

## Video Conference Meeting Notices

When a board meeting will be conducted by video conference, the notice must say so and include a hyperlink, a conference call phone number, and the address of a physical location where owners can attend in person. Any meeting held via video conference must be recorded, and that recording becomes part of the association’s official records.[2] This is a relatively recent addition to the statute, and boards that run virtual meetings without meeting all three notice components leave themselves open to challenge.

## Your Right to Attend, Speak, and Record

Board meetings where a quorum is present must be open to all unit owners. You don't need an invitation, and the board can't condition your entry on filling out forms or surrendering any of your statutory rights. Only two narrow exceptions allow the board to close its doors: meetings with the association's attorney about proposed or pending litigation, and discussions about personnel matters.[1]

Your right to attend includes the right to speak on every agenda item and to ask questions about construction or repair projects, current revenues and expenditures, and other condominium issues. The association may adopt reasonable written rules limiting how long each owner speaks or how often, but those rules cannot eliminate the right to participate altogether.

Owners also have the right to audio-record or video-record board meetings. The association can set reasonable rules about recording equipment, but it cannot ban recording outright.[1] Florida is a two-party consent state for private conversations, but condo board meetings are not private conversations. The statute explicitly grants the recording right, so no additional consent from board members is needed.

## Putting Items on the Agenda

If 20 percent of the voting interests submit a written petition asking the board to address a specific issue, the board must place that item on the agenda within 60 days. It can appear at the next regular board meeting or at a special meeting called for that purpose.[2] This is one of the more powerful tools owners have when the board keeps ducking an uncomfortable topic. The board has no discretion to refuse once the 20-percent threshold is met.

## Quorum and Voting

No official business can happen without a quorum of board members. The association's bylaws define the quorum, which is typically a majority of authorized directors. A board member participating by telephone, video conference, or similar real-time electronic communication counts toward the quorum and may vote as if physically present.[1]

Every board action requires a motion and a recorded vote. Board members may use email to communicate with each other, but they cannot cast votes on association business by email or any other method outside a properly noticed meeting.[1] This is the rule boards violate most often, sometimes without realizing it. A quick email poll to approve a vendor contract is not a valid vote, even if every director responds.

## Conflict of Interest Disclosures

Directors, officers, and their relatives must disclose any activity that could reasonably be seen as a conflict of interest. A rebuttable presumption of conflict exists whenever a director, officer, or a relative of one enters into a contract with the association or holds an interest in a business that does business with the association, unless the board received prior notice.[3]

When a conflict exists, the proposed activity must appear as a separate item on the board meeting agenda, and all contracts and transactional documents related to it must be available for owner inspection. This transparency requirement means the board can't bury a director's landscaping contract in a consent agenda and move on. If your board is awarding contracts to companies connected to its own members without following these disclosure rules, those transactions are vulnerable to challenge.

## Meeting Minutes and Records Access

The association must prepare minutes for every board meeting. Those minutes must record the date, time, and location of the meeting, every motion made, the outcome of each vote, and how each individual board member voted, including abstentions.[1] If a meeting was held by video conference, the recording of that meeting also becomes an official record.

Minutes from all board and unit owner meetings must be permanently maintained from the date the association was created. Owners have a statutory right to inspect the association's official records, including approved minutes. After you submit a written request, the association must make the records available within 10 working days. The records must be accessible within 45 miles of the condominium property or within the county where the property is located. The association may charge a reasonable fee for copies, but it cannot use fees or inconvenience as a barrier to access.[4]

## Committee Meetings

Not all committees are treated equally under the statute. Committees that have the authority to act on behalf of the board or that make recommendations about the association's budget must follow the same notice and open-meeting rules as the board itself. Their meetings must be posted, open to owners, and documented.[1] Committees without that level of authority, like a social events committee, may be exempt from the open-meeting requirement if the bylaws allow it.

## Emergency Actions

The 48-hour notice rule has one exception: emergencies. An item not listed on the posted agenda can be addressed on an emergency basis if at least a majority plus one of the board members vote to take it up. The bar is intentionally higher than a simple majority to prevent abuse. Any action taken this way must then be formally noticed and ratified at the next regular board meeting.[2]

If the board skips the ratification step, the emergency action's validity is in doubt. Boards sometimes treat this exception as a convenient shortcut when they've simply forgotten to post an agenda item. That's not what it's for. Owners who see a pattern of "emergency" votes on routine matters have grounds to challenge those actions.

## Annual Unit Owner Meetings

Annual meetings of the unit owners are distinct from regular board meetings and carry their own set of rules. Written notice of the annual meeting must include a full agenda, be mailed, hand-delivered, or electronically transmitted to each unit owner at least 14 days before the meeting and be posted conspicuously on the property for at least 14 continuous days beforehand.[5]

Board elections happen at the annual meeting and follow a specific timeline. At least 60 days before the election, the association must send a first notice of the election date. Any owner who wants to run for the board must submit written notice of candidacy at least 40 days before the election. A second notice, along with the ballot listing all candidates, must go out at least 14 days before. In residential condominiums, board members are elected by written ballot or voting machine. Proxies cannot be used for board elections.[5]

## Board Member Education

Florida requires newly elected or appointed board members to complete an education course. The curriculum must be at least four hours long and cover milestone inspections, structural integrity reserve studies, elections, recordkeeping, financial literacy and transparency, levying of fines, and notice and meeting requirements.[6] This requirement exists because so many governance disputes trace back to board members who genuinely didn't know the rules. If your board members haven't completed this education, they're already out of compliance before they gavel in their first meeting.

## Enforcing These Rules

Knowing the rules matters less if there's no practical way to enforce them. Florida law provides a specific path. Disputes about the board's failure to give adequate notice, properly conduct meetings, properly conduct elections, or allow inspection of records are eligible for mandatory nonbinding arbitration through the Division of Florida Condominiums, Timeshares, and Mobile Homes.[7]

The Legislature created this process because it recognized that individual unit owners are often outmatched financially when litigating against an association that can fund its legal costs through assessments. Arbitration is faster and cheaper than circuit court. Either party may reject the arbitrator's decision and file for a new trial in court within 30 days. If neither party appeals within that window, the decision becomes binding.[8]

If your board is holding meetings without proper notice, shutting owners out of discussions, or refusing to produce records, filing for arbitration with the Division is the first formal step. Documenting the violations as they happen, including keeping your own recordings when permitted, strengthens your position considerably.