

## BACK TO BASICS: NOTICE REQUIREMENTS FOR ASSOCIATION MEETINGS

TYPE OF MEETING	Condo/Co-op	HOA
<b>Board meeting</b>	48 hours posted (or pursuant to documents)	48 hours posted (or pursuant to documents)
<b>Budget meeting</b>	14 days mailed (along with a copy of the proposed budget) and posted, unless documents require a longer time period	Pursuant to documents
<b>Annual meeting</b>	60 days for first notice; 14 days for second notice, mailed, delivered or electronically transmitted	14 days mailed, delivered or electronically transmitted (unless documents require more notice)
<b>Board meeting to levy a special assessment</b>	14 days mailed and posted — condos must also include the nature, estimated cost, and purpose of special assessment in the meeting notice	14 days mailed and posted
<b>Board meeting to adopt rules regarding unit or parcel use</b>	14 days mailed (along with a copy of the proposed rule) and posted	14 days mailed (along with a copy of the proposed rule) and posted
<b>Member meeting</b>	Pursuant to By-Laws (usually at least 14 days mailed, delivered or electronically transmitted)  There may be a provision in the documents allowing owners to call special member meetings, with the signature of some percentage of the owners	14 days mailed, delivered or electronically transmitted (unless documents require more notice)  Special member meetings can be called by the Board of Directors or, unless a different percentage is stated in the governing documents, by at least 10 percent of the total voting interests of the association
<b>Committee meeting</b>	Committees that take final action on behalf of the board or make recommendations to the board regarding the association budget must notice their meetings 48 hours in advance, and the meetings must be open to the unit owners  Committees that DO NOT take final action on behalf of the board or make recommendations to the board regarding the association budget must notice their meetings 48 hours in advance, and the meetings must be open to the unit owners, UNLESS the By-Laws provide otherwise	Must be posted 48 hours in advance when a final decision will be made regarding the expenditure of association funds and to meetings of any committee vested with the power to approve or disapprove architectural decisions with respect to a specific parcel of residential property owned by a member of the community
<b>Meetings with the Association attorney</b>	Must be noticed 48 hours in advance, but are not open to unit owners when the meeting is held for the purpose of seeking or rendering legal advice	Must be noticed 48 hours in advance (or pursuant to documents), but are not open to owners when the meeting relates to proposed or pending litigation where the contents of the discussion would otherwise be governed by the attorney-client privilege.

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