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What Are The Requirements For Meetings?

What is the difference between a Board of Directors and a Board of Managers?

In the context of associations, these terms are frequently used interchangeably. "Board of Directors" is the usual name for the group of Unit Owners governing an association that has corporation status (such as a not-for-profit Condominium Association, Cooperative Housing Corporation, or Homeowner's Association). "Board of Managers" is the usual name for the group of Unit Owners governing an association that is unincorporated or organized as a limited liability company.

What are the requirements for meetings?

There are two types of meetings: Board meetings and Membership meetings. Membership meetings are often referred to as Unit Owner meetings.

Board Meetings (Board of Directors or Board of Managers)

Frequency:	At least four times per year.
Required Attendance:	Quorum of Board members.
Optional Attendance:	Open to all Unit Owners. At the option of Board members, others may be invited, such as the management company representative or others presenting information about association business.
Discussion:	*Condominium:* Unit Owners do not have the right to comment at Board meetings. However, many condominium association Boards have a Unit Owner comment period, subject to the discretion of the Board. *Common Interest Community:* Members have the right to comment at Board meetings; however, the duration and meeting order for Member comments is within the discretion of the Board.

Recording: *Condominium:* Any Unit Owner may record a Board meeting by tape, film, or other means. The Board may adopt reasonable rules to govern the making of such recordings.
Common Interest Community: Recording is neither allowed nor prohibited by the Common Interest Community Association Act.

Notice to Unit Owners: Notice must be given at least 48 hours prior to the meeting by two methods: 1) posting in entranceways, elevators, or other conspicuous places (If no common entranceway for 7 or more units, the Board may designate one or more locations for posting of notices.) AND 2) mail or delivery to each Unit Owner. (If a Unit Owner has provided written authorization, such delivery may be made by acceptable technological means.)

Notice for Meetings regarding Budgets and Assessments

Condominium Associations: The proposed annual budget must be provided to all Unit Owners at least 25 days prior to the Board meeting at which the budget will be adopted.

Common Interest Community Associations: The proposed annual budget must be provided to all Unit Owners at least 30 days but not more than 60 days prior to its adoption.

Notice of a Board meeting regarding the adoption of the proposed annual budget, regular assessments, or a separate or special assessment must be given within 10 to 60 days prior to the meeting.

Assessments for additions and alterations to the common areas or to association-owned property not included in the adopted annual budget, shall be separately assessed and are subject to approval of a simple majority of the total members at a meeting called for that purpose.

Minutes: The Secretary of the Board must keep minutes of all Board meetings. Meeting minutes must be maintained for seven years. Any Unit Owner has the right to inspect and copy the minutes, in person or by agent, at any reasonable time at the association's principal office. To exercise this right, the Unit Owner must submit a written request to the Board or its authorized agent. The Board or its agent must comply with the request within 30 days.

Membership Meetings (Unit Owners)

Frequency:	At least one time per year.
Required Attendance:	Quorum of Unit Owners.
Optional Attendance:	Open to all Unit Owners. Others may be invited, such as the management company representative or others presenting information about association business.
Recording:	Recording is neither allowed nor prohibited by the Condominium Property Act or the Common Interest Community Association Act.
Notice to Unit Owners:	Written notice must be mailed or delivered to all Unit Owners, giving no less than 10 days and no more than 30 days notice of the time, place, and purpose of the meeting. (If a Unit Owner has provided written authorization, such delivery may be made by acceptable technological means.) **Notice for Meetings regarding Rules** Any proposed rule must be discussed at a Membership meeting called for that specific purpose. Notice of such a meeting must contain the full text of the proposed rule.
Minutes:	The Secretary of the Board must keep minutes of all Membership meetings. Meeting minutes must be maintained for seven years. Any Unit Owner has the right to inspect and copy the minutes, in person or by agent, at any reasonable time at the association's principal office. To exercise this right, the Unit Owner must submit a written request to the Board or its authorized agent. The Board or its agent must comply with the request within 30 days.