SHIFRIN LEGAL
A LEADER
IN CONDO, HOA & TOWNHOME ASSOCIATION LAW

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Annual Membership Meeting Notice

Illinois condominium associations

A notice for an annual condominium owner meeting and director election.

How to use this resource

Replace all bracketed prompts, confirm dates and authority, and delete this instruction page before distributing the completed document. Leave any necessary explanatory terms in the final form.

- Give notice stating time, place and purpose no fewer than 10 and no more than 30 days before the meeting, subject to applicable statutory and governing-document requirements.
- Determine election method, candidate process, ownership-weighted voting, cumulative voting and quorum before completing the attachments. Do not promise proxies if adopted statutory election rules displace them.
- A board organizational meeting following the election needs its own compliant notice. This membership notice does not automatically notice that board meeting.

Important use notes

Educational sample only. Customize for your association and have counsel review applicable law and governing documents. Use does not create an attorney client relationship with Shifrin Legal, Inc.

Legal reference

Illinois Condominium Property Act, 765 ILCS 605, especially Sections 9, 18, 18.8 and 19. Noncondominium communities should separately review 765 ILCS 160 and their governing documents. Apply the version effective on the date of use; future-effective amendments are not treated as current requirements in these samples.

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Annual Membership Meeting Notice

[ASSOCIATION NAME]

Notice of Annual Meeting of Unit Owners

Notice date: [DATE]

To all unit owners:

The annual membership meeting will be held on [DATE] at [TIME], at [PHYSICAL ADDRESS / ROOM]. [INSERT AUTHORIZED REMOTE ACCESS IF APPLICABLE.]

Purposes: elect [NUMBER] directors for [TERMS]; receive annual reports; and consider [OTHER SPECIFIC MEMBERSHIP BUSINESS].

Proposed agenda: call to order; proof of notice; quorum; prior membership minutes; reports; nominations and election under the applicable election procedures; announced results; other properly noticed membership business; adjournment.

Quorum requirement: [REQUIREMENT AND BASIS]. Voting allocation: [OWNERSHIP PERCENTAGES / DOCUMENT RULE].

Election procedures and deadlines: [DETAILS].

Attachments: [CANDIDATE MATERIALS / APPLICABLE PROXY OR BALLOT / VOTING INSTRUCTIONS].

Questions and accommodation requests: [CONTACT].

By direction of [AUTHORIZED CALLING PARTY]

[NAME / TITLE / ASSOCIATION CONTACT]