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

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Routine Board Meeting Notice

Illinois condominium associations

A routine condominium board notice with posting and delivery guidance.

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.

- For routine board meetings, give directors at least 48 hours notice unless a lawful individual waiver applies; post owner notice at least 48 hours in the required locations.
- Also deliver notice at least 48 hours to owners who authorized acceptable technological means, and provide other owner delivery required by the condominium instruments. A website posting alone does not replace required notice.
- Do not use the routine 48-hour timeline for budget or special assessment adoption. A director waiver does not waive owner notice.

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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Routine Board Meeting Notice

[ASSOCIATION NAME]

Notice of Open Board Meeting

Notice issued: [DATE / TIME]

The Board of Managers will meet on [DATE] at [TIME], at [ADDRESS / ROOM]. Authorized remote access, if offered: [LINK / DIAL IN / CODE].

Owners may attend the open portions of the meeting.

Proposed business: [IDENTIFY ROUTINE TOPICS].

Owner comment procedures: [DETAILS CONSISTENT WITH APPLICABLE REQUIREMENTS].

A closed discussion may be held only for legally permitted subjects; any resulting board vote will occur in open session.

Agenda: [ATTACHED / SET OUT BELOW].

Questions and accessibility requests: [CONTACT].

[NAME / TITLE]

Association contact: [EMAIL / ADDRESS / PHONE]