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

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Board Meeting Preparation Checklist

Illinois community associations

A planning checklist for notices, quorum, votes, records, and follow-up.

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.

- Identify the association's legal framework before using a notice deadline. Condominium, CICAA, master association and exempt association rules can differ.
- Plan budget and assessment meetings early. Verify election and membership procedures separately from board procedures.
- Do not treat a group email, informal gathering or unanimous signatures as a substitute for required meeting action.

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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Board Meeting Preparation Checklist

[ASSOCIATION NAME]

Meeting Preparation Checklist

Meeting type and purpose: [DETAILS] Coordinator: [NAME]

[ ] Confirm applicable statute, governing documents and authority to call.

[ ] Identify notice period, delivery methods, posting and attachments.

[ ] Verify owner addresses and written electronic delivery authorizations.

[ ] Schedule separate budget distribution, if needed.

[ ] Confirm physical location and any lawful remote participation method.

[ ] Arrange owner access, audio, accessibility and recording procedures.

[ ] Prepare agenda and supporting materials without confidential disclosures.

[ ] Draft precise motions and identify required voting thresholds.

[ ] Check conflicts and any owner approval or petition procedures.

[ ] Deliver and post required notices; preserve evidence in the delivery log.

[ ] Confirm quorum at opening and before actions after departures.

[ ] Conduct permitted closed discussion only; vote in open session.

[ ] Record motions, votes and results; assign authorized follow up.

[ ] Prepare draft minutes, obtain approval and retain final records.

Completed by [NAME / DATE]. Unresolved issues: [DETAILS].