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

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Board Meeting Agenda

Illinois condominium associations

A practical agenda for organizing routine board business and open-session votes.

How to use this resource

- Use for routine open board business. Budget and assessment adoption require the separate notice procedures; listing an item here does not satisfy those requirements.
- Confirm quorum and the vote required for each action under the bylaws and applicable law. Owner comments are a useful practice; preserve any applicable legal or document requirements.
- Discuss only legally permitted subjects privately. Take final votes in open session. Do not list confidential owner details on a public agenda.

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 Agenda

[ASSOCIATION NAME]

Open Board Meeting Agenda

Date and time: [DATE AND TIME] Location: [ADDRESS AND ROOM]

Authorized remote access, if available: [LINK / DIAL IN / ACCESS CODE]

1. Call to order and director roll call
2. Confirmation of notice and board quorum
3. Approval of minutes of [DATE]
4. Treasurer report and financial questions
5. Management and committee reports
6. Owner comment period under applicable meeting procedures
7. Unfinished business: [SPECIFIC ITEMS]
8. New business: [SPECIFIC ITEMS AND PROPOSED ACTIONS]
9. Closed discussion, if needed, limited to [PERMITTED CATEGORY]
10. Return to open session and any resulting motions and votes
11. Next meeting date and adjournment