SHIFRIN LEGAL
A LEADER
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Board Resolution and Action Record

Illinois community associations

A resolution form with clear authority, limits, and implementation responsibilities.

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.

- Use for actions within board authority at a properly noticed meeting with quorum. A resolution does not create authority the board lacks.
- State the spending limit, funding source, responsible officer and conditions. Attach the final agreement or scope being approved.
- Do not use a signature page as a substitute for an open board vote. Verify any owner approval or specialized notice requirements first.

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 Resolution and Action Record

[ASSOCIATION NAME]

Board Resolution

Subject: [ACTION]

Meeting date and location: [DETAILS]

Authority: [STATUTE / DECLARATION / BYLAW PROVISION]

The board finds that [BRIEF FACTUAL BASIS].

The board resolves to approve [SPECIFIC ACTION AND ATTACHMENT VERSION].

The authorized amount shall not exceed $[AMOUNT], funded from [ACCOUNT / BUDGET LINE], subject to [CONDITIONS].

[OFFICER / AGENT] is authorized to implement this action and sign documents within the approved terms. Material changes or costs exceeding this authorization require further approval.

Implementation deadline: [DATE]. Reporting requirement: [DETAILS].

Required owner approval or other prerequisites: [SATISFIED AS FOLLOWS / NOT APPLICABLE WITH BASIS].

Moved by [NAME]; seconded by [NAME IF REQUIRED].

Open-session vote: [INDIVIDUAL VOTES / COUNTS / ABSTENTIONS / RECUSALS]. Quorum: [DETAILS]. Required threshold: [DETAILS]. Result: [ADOPTED / FAILED].

Certified by [SECRETARY / SIGNATURE / DATE].