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

312.470.2276
847.400.0059
MJS@shifrinlegal.com
www.ShifrinLegal.com

2335 S. Michigan Ave.
Floor Two
Chicago, IL 60616

3400 Dundee Rd., Suite 360
Northbrook, IL 60062

Director Conflict Disclosure

Illinois community associations

A disclosure form that prompts review of related-party contract requirements.

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.

- Disclose actual and potential personal or financial interests before the board considers the transaction. This disclosure does not itself resolve a conflict.
- Related-party contracts may trigger statutory notice and owner petition rights. Recusal alone does not satisfy those requirements.
- Have counsel identify the applicable approval, disclosure, quorum and voting rules before contracting. Keep sensitive personal details proportionate to the purpose.

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.

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

312.470.2276
847.400.0059
MJS@shifrinlegal.com
www.ShifrinLegal.com

2335 S. Michigan Ave.
Floor Two
Chicago, IL 60616

3400 Dundee Rd., Suite 360
Northbrook, IL 60062

Director Conflict Disclosure

[ASSOCIATION NAME]

Director Disclosure of Potential Conflict

Director: [NAME] Date: [DATE]

Proposed transaction or issue: [DETAILS]

Related person or business: [NAME / RELATIONSHIP]

Nature of interest: [OWNERSHIP / COMPENSATION / FAMILY RELATIONSHIP / OTHER]

Extent of interest and expected benefit: [DETAILS]

Documents or information relevant to the disclosure: [IDENTIFY]

I disclose the interest described above so the Association can evaluate the applicable legal and governing-document requirements. I will provide updates if the facts change.

Director signature: [SIGNATURE]

Board and counsel review: [DATE / REQUIREMENTS IDENTIFIED]

Participation and recusal determination: [DETAILS AND BASIS]

Required owner notice or petition procedure: [DETAILS / DEADLINES / PROOF]

Board action and vote reference: [MEETING DATE / MINUTES]

Final contract status: [DETAILS]