SHIFRIN LEGAL
A LEADER
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Project Update to Owners

Illinois community associations

A clear project communication describing schedule, impacts, and owner preparation.

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 factual status updates after verifying the facts with the project lead. Separate estimates from adopted decisions.
- Do not disclose confidential bids, privileged advice or individual account information. Confirm access procedures under the governing documents and law.
- An update does not replace a required meeting notice, assessment adoption notice or legal access 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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Project Update to Owners

[ASSOCIATION NAME]

Community Project Update

Issued: [DATE] Project: [NAME]

The Association is undertaking [DESCRIPTION AND PURPOSE].

Current status: [APPROVED / PLANNING / CONTRACTED / IN PROGRESS]. Board authorization: [MEETING DATE AND ACTION].

Anticipated schedule: [DATES], subject to [WEATHER / PERMITS / OTHER CONDITIONS].

What owners can expect: [WORK HOURS / NOISE / PARKING / COMMON AREA LIMITS].

Owner preparation requested: [SPECIFIC STEPS AND DEADLINES]. Any necessary unit access will be arranged through [CONTACT] under applicable requirements.

Cost and funding: [ADOPTED AMOUNT AND SOURCE / ESTIMATE CLEARLY LABELED]. Any proposed assessment remains subject to required procedures.

Safety and questions: [CONTACT / EMERGENCY INSTRUCTIONS].

Next update expected: [DATE OR MILESTONE].

Thank you for your cooperation.

[BOARD / MANAGER / ASSOCIATION CONTACT]