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

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Special Assessment Board Meeting Notice

Illinois condominium associations

A notice describing the proposed assessment, purpose, amount, and payment terms.

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.

- Give every owner notice in the manner used for membership meetings, generally 10 to 30 days before the adoption meeting. Complete required director notice and owner posting as well.
- This is a board adoption meeting, not an owner approval ballot. Analyze the 115 percent petition procedure and whether additions or alterations require a separate owner vote. Do not treat every capital project as an exception.
- Use counsel for emergency or legally mandated assessments, installments spanning fiscal years, loans, unusual allocation or significant improvements. Do not present a proposed assessment as already adopted.

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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Special Assessment Board Meeting Notice

[ASSOCIATION NAME]

Notice of Board Meeting to Consider a Special Assessment

Notice date: [DATE]

To all unit owners:

The board will meet in open session on [DATE] at [TIME], at [ADDRESS / ROOM], to consider and vote upon a proposed special assessment.

Authorized remote access, if applicable: [DETAILS].

Purpose of proposed assessment: [PROJECT / EXPENSE AND REASON].

Proposed total: $[AMOUNT]. Proposed allocation: [APPLICABLE DECLARATION ALLOCATION]. Proposed payment schedule: [AMOUNTS / DUE DATES / INSTALLMENTS].

Supporting materials: [PROJECT SUMMARY / COST ESTIMATE / PROPOSED UNIT SCHEDULE]. These figures are proposed and subject to lawful board action.

Agenda: call to order; notice and quorum; project and funding presentation; owner comments under applicable procedures; board discussion; motion and open-session vote; adjournment.

Questions: [CONTACT].

By direction of the Board of Managers

[NAME / TITLE]