



HAUS FINANCIAL SERVICES, LLC

**Conducting a Condominium
Association Meeting**

HAUS FINANCIAL SERVICES, LLC

Conducting a Condominium Association Meeting

Purpose of a Condominium Association Meeting

The purpose of an Association Meeting is for the Board to conduct Association business. A meeting may also be called in order to elect Board members (Annual Meeting) or to respond to a petition brought by a majority of the unit owners. The procedures discussed here deal specifically with conducting a meeting of the Board.

Authority of the Board

Board members are the only members eligible to vote on Association business (except in those cases specifically stated in the Declaration or By-Laws as requiring the approval of a majority or certain percentage of the unit owners). In fact, the Board is not required by law to allow for an open forum for unit owners to express opinions and ask for consideration. However, this is a common practice for most condominium associations and a good way to foster a sense of community within your Association. As sensitive and emotional issues are prone to arise, Rules of Order are necessary to keep the meeting on track so that the Board can fulfill its administrative duties in an efficient manner.

Roles and Responsibilities of the Board

President – Serves as the meeting “Chair”; presides over the meeting and assures that the agenda is followed.

Secretary – Takes the meeting minutes; provides prior meeting’s minutes for approval; maintains Association records.

Treasurer – Maintains the Association’s financial books and records; provides a report of the Association’s financial position.

HAUS FINANCIAL SERVICES, LLC

Conducting a Condominium Association Meeting

Things to keep in mind when conducting a Board meeting:

- Every Board member and unit owner is entitled to courteous and respectful communication.
- The Board should establish and enforce time limits for the unit owners' open forum. This time should not be treated as an open debate, but rather an opportunity for unit members to speak in turn with equal opportunity. Board members may answer questions and speak directly to the unit owners, but other unit owners may not address the person who has the floor unless granted permission by the Board.
- Time limits should also be imposed on Board members during discussion, and enforced by the Chair.
- Each Board member should speak in turn and be given equal opportunity; no member should dominate the discussion.
- When discussing matters of business, it is preferable for the Board members to reach a consensus (to "acquiesce") and move the meeting along. It is not necessary to vote on every issue unless there is a disagreement.
- By adhering to the Rules of Order and remaining consistent in conducting meetings, Board business can be handled in an effective and timely manner.

HAUS FINANCIAL SERVICES, LLC

Conducting a Condominium Association Meeting

Preparing for a Board Meeting – Required Items

1. Notice of Meeting

The Board is required to deliver notice of a scheduled Board meeting to each unit owner by mail or in person, and to post copies in conspicuous places in the condominium building. The Illinois Condominium Act requires that notice of meetings be delivered and posted at least 48 hours prior to the meeting. Time requirements may vary according to your own Declaration and By-Laws. The Board should agree as to which post is responsible for handling meeting notices.

2. The Agenda

Prior to the date of the scheduled Board meeting, a written agenda should be prepared by a Board member (the Board should agree as to which post is responsible for preparing the meeting agenda). The agenda is a written outline of the meeting procedures as well as the business items to be discussed. The attached sample agenda may be used to prepare your Board meeting agenda.

3. The Minutes

The Secretary is responsible for completing the Minutes for the prior Board meeting so that they may be approved at the current Board meeting. The Secretary is also responsible, of course, for taking the Minutes at the current meeting. If the Secretary is not in attendance at a meeting where a quorum of Board members is present, another officer should assume the responsibility for taking the Minutes.

When recording the Minutes, the Secretary should follow the agenda outline and be consistent from meeting to meeting. It is important to note that it is not advisable to record every discussion in detail, but only make brief note of the issue discussed. However, when the Board makes a decision that it feels may subject it to liability, the Resolution should state all circumstances, professional advice and rationale for passing the Resolution. In the case of dissenting votes, the Secretary should note the grounds for the dissension. Each business item should be recorded in the following manner:

Motion – Description of the motion (“Motion to accept XYZ Landscaping’s written contract to maintain the Association’s common property”)

Vote – Outcome of the vote (“Motion approved; Jane Doe and Jack Brown in favor, Mary White opposed. Discussion that XYZ was the most expensive bidder, but has come highly recommended by other Associations.”)

HAUS FINANCIAL SERVICES, LLC

Conducting a Condominium Association Meeting

Resolved – Resolution adopted by the Board (“That the Association accept XYZ Landscaping’s written proposal to maintain the Association’s common property.”)

The attached Sample Minutes should give you a better idea of how to record Board meeting minutes.

4. Officer/Committee Reports

The President and Treasurer should come to the meeting prepared to discuss any updates on actions taken since the last meeting in relation to their post. Committee chairs should also be prepared to report on their actions since the last meeting.

President’s Report – The President provides updates on all actions taken by the Board since the last meeting and any actions in progress.

Treasurer’s Report – The Treasurer provides either detailed financial statements to the Board (this should be done quarterly, at minimum) showing the Association’s financial position and any anticipated expenses as well as performance in respect to the Annual Budget, or a brief oral report containing this information. See the attached Sample Treasurer’s Report.

Committee Reports – Each committee chair provides updates on all actions taken by the Committee since the last meeting and any actions in progress.

All Officer and Committee Reports should either be summarized in the Minutes or included as separate documents with the meeting Minutes.

HAUS FINANCIAL SERVICES, LLC
Conducting a Condominium Association Meeting

Sample Agenda

- I. Call to order
- II. Review of Agenda
- III. Approval of Previous Minutes
- IV. Officer and/or Committee Reports
 - a. President's Report
 - b. Treasurer's Report
 - c. Committee Reports
- V. Open Forum
- VI. Old Business
- VII. New Business
- VIII. Executive (Closed) Session
- IX. Adjournment

HAUS FINANCIAL SERVICES, LLC

Conducting a Condominium Association Meeting

Rules of Order

I. Call to order

The Chair calls the meeting to order and verifies that all members have received notice of the meeting or are present. A quorum of the Board in person is required to conduct business. The time of the meeting start is entered into the minutes.

II. Review of Agenda

The draft of the Agenda is reviewed. At this time, the Board may add, delete or change the order of items on the Agenda. Changes should be made by acquiescence. Voting is only required where there is a disagreement.

III. Approval of Previous Minutes

The Minutes of the prior meeting are entered into the Association's official records. Any Board member may suggest changes. The changes should then be entered into the official record and the Minutes approved by the Board. Approval should be made by acquiescence. Voting is only required where there is a disagreement.

IV. Officer and/or Committee Reports

- a. President's Report**
- b. Treasurer's Report**
- c. Committee Reports**

Officer and committee reports are given in turn. Recommendations, findings and presentations are given. Board members may then comment or ask questions in turn. No motions are made or items of business discussed during this time.

V. Open Forum

The Chair should announce the Open Forum and state the time limits for discussion. Time limits should be strictly enforced. Unit owners who wish to speak should address the Chair and be recognized. Board members may question the unit owner who has the floor. Other unit owners may not comment or question the speaker except with permission of the Board.

HAUS FINANCIAL SERVICES, LLC

Conducting a Condominium Association Meeting

Once the Open Forum has been closed, unit owners may not participate in discussion or seek to be recognized unless the Board expressly requests input or information.

VI. Old Business

All items that were tabled during previous meetings must be revisited during the Old Business portion of the meeting. They must be handled before moving to any New Business item.

VII. New Business

Items that have been added to the Agenda since the last meeting.

All business is conducted by Motions and Resolutions adopted by the Board. (See additional information titled "Conducting Items of Business.")

VIII. Executive (Closed) Session

An Executive Session may be held to discuss certain items as detailed in the Association Declaration and By-Laws. According to the IL Condominium Act, an Executive Session must be held:

(A) to discuss litigation when an action against or on behalf of the particular master association has been filed and is pending in a court or administrative tribunal, or when the board of the master association finds that such an action is probable or imminent,

(B) to consider information regarding appointment, employment or dismissal of an employee, or

(C) to discuss violations of rules and regulations of the master association or unpaid common expenses owed to the master association.

No decisions, resolutions or motions may be adopted during an executive session. All business must be conducted in an open portion of the meeting.

All non-Board members must be asked to leave prior to the Executive Session, except for those having reason to participate. The Board should not take Minutes of the Executive Session except when permitted by law to make decisions in an Executive Session. (Consult your condominium lawyer if you have a question regarding business that may be conducted during an Executive Session.)

HAUS FINANCIAL SERVICES, LLC
Conducting a Condominium Association Meeting

IX. Adjournment

The meeting is adjourned by motion carried by the Board, or upon conclusion of the agenda. The time of the adjournment is reflected in the Minutes.

HAUS FINANCIAL SERVICES, LLC

Conducting a Condominium Association Meeting

Conducting Items of Business

Motions and Resolutions

There are three possible Motions:

1. Motion for a specific action
2. Motion to table the item until the next meeting
3. Motion to remove the item from discussion

The Chair announces the item to be addressed and opens the floor for discussion. Board members are recognized by the Chair and permitted to speak in turn. It is the Chair's responsibility to ensure that each Board member is permitted to speak, and that no Board member speaks a second time before all members have spoken a first time. If the Board is unhappy with the way the Chair is handling the meeting, the Chair may be removed and another Board member assigned to Chair the meeting by a majority vote of the Board.

A unit owner may be recognized to speak only if a Board member wishes to obtain input from a unit owner and the Board agrees. Allowing a unit owner to participate in the deliberations should be done by acquiescence of all board members. Formal voting on the question is only necessary if there is a disagreement.

Time limits should be imposed and enforced by the Chair. Speakers are required to stick to the item at hand. The Chair may reclaim the floor from any speaker who refuses to do so.

When it appears to the Chair that all Board members have had the opportunity to discuss the item, the Chair should announce that the item of business is ready for a vote.

Procedural Motions

During discussion, a motion may be made by a Board member to withdraw or modify a motion. The motion can only be made by the original movant.

During discussion, a motion may be made, in the form of a request to the Chair, to end discussion and vote. The Chair may approve or deny the request. If denied, the movant may appeal the decision of the Chair.

At any time a Board member may appeal the decision of the Chair. The matter must then be brought to a vote by the Board.

HAUS FINANCIAL SERVICES, LLC

Conducting a Condominium Association Meeting

At any time a Board member may make a motion to suspend the rules, including reasons why the Board should modify or suspend the rules in an individual case.

If there is general acquiescence of all board members to the motion, then the motion may carry without vote. In the case of a disagreement, the matter must then be brought to a vote by the Board.

Voting

Only one item should be voted on at a time, but any number of motions may be voted on for each item.

Each motion is presented for voting. The motion is either adopted or rejected based on a majority vote by the Board. Any item or motion may be revisited at any time in the future by the Board, whether it has been approved or rejected.

In the event that a board member believes that an action by the Board is unlawful, not within the authority of the Board or not in the best interests of the Association, that board member may make an oral or written dissent explaining the reasons why he or she believes that a dissent is necessary. The oral or written dissent shall become part of the minutes.

Discipline and Order

In the event a board member violates any of these Rules or the decisions of the Chair, then the Chair may declare the member out of order and impose discipline at his or her discretion:

- (A) the member may be warned without sanction
- (B) the member may be excluded from discussion on the item of business at hand.
- (C) the member may be excluded from discussion of all items of business
- (D) for gross interference with the meeting, the member may be removed from that meeting.

A member who is declared out of order has the right to appeal the decision of the Chair both as to the question of whether the member was out of order and as to the question of discipline. The board shall approve or deny the appeal by a majority vote, except that the extreme sanction of removal from a meeting shall be upheld only by the vote of at least 2/3 of the members of the board.

If the board upholds the declaration and/or discipline, the member has the right to dissent for the record before the imposition of sanctions.

HAUS FINANCIAL SERVICES, LLC
Conducting a Condominium Association Meeting

Sample Meeting Minutes
Board Meeting – Tuesday, October 2, 2007

- I. The meeting was called to order at 7:35 p.m. Quorum was established.

In Attendance: Jane Doe, President; Jack Brown, Treasurer; Mary White, Secretary; John Doe, Roof Repair Committee Chair

Absent: No members absent

- II. The agenda was reviewed and approved as submitted.

- III. Approval of the Minutes

Motion - To approve the minutes of the July 5, 2007 meeting.

Vote – Unanimous approval

Resolved – The minutes of the July 5, 2007 meeting are approved and entered into the Association's records.

- IV. Officer and/or Committee Reports

d. President's Report given by Jane Doe

i. Gutter cleaning has been scheduled for this Saturday.

ii. The contract with XYZ landscaping has been established. Services will begin a week from Saturday.

e. Treasurer's Report given by Jack Brown

i. Financial Statements maintained in the Association's records

f. Roof Repair Committee Report given by John Doe

i. Quotations have been procured from 3 roofing companies.

- V. Open Forum

HAUS FINANCIAL SERVICES, LLC
Conducting a Condominium Association Meeting

- VI. Old Business
 - a. Roofing repairs
 - i. Motion – Have ABC Roofing repair the roof for \$5,000
 - ii. Vote – Motion approved unanimously
 - iii. Resolved – ABC Roofing will be contracted to repair the roof for \$5,000. This was the lowest bid and the work can be scheduled this month. The roof is in need of repair as soon as possible.
- VII. New Business
 - a. Increasing late fees for overdue assessments
 - i. Motion – Increase late fees for assessments not received by the 10th of the month from \$15 to \$25.
 - ii. Vote – Jane Doe and Jack Brown in favor; Mary White opposed
 - iii. Resolved – Late fees for assessments not received by the 10th of the month will be increased from \$15 to \$25. Discussion that the fee needed to be increased to ensure prompt payment. Mary White felt that the current \$15 fee was acceptable.
 - b. Purchasing a garden hose for owners' use
 - i. Motion – Purchase a garden hose at Best Hardware for \$55 for the use of all unit owners.
 - ii. Vote – Motion approved unanimously
 - iii. Resolved – A garden hose will be purchased at Best Hardware for \$55 for the use of all unit owners.
- VIII. Executive (Closed) Session
- IX. The meeting was adjourned at 9:18 p.m.

HAUS FINANCIAL SERVICES, LLC
Conducting a Condominium Association Meeting

Sample Treasurer's Report

Treasurer's Report for the month of: _____

Cash on hand at the beginning of the month: _____

Income for the month: _____

Expenses for the month: _____

Current cash on hand: _____

Budget to date: _____

Actual to date: _____

Difference: _____

Current financial commitments: _____