Video Conference Meeting Checklist

Florida condominiums and HOAs · Sections 718.112, 718.111, 617.0820, and 720.303, F.S.

Use this for each board, committee, budget, or owner meeting held by video conference. The condo rules come from Chapter 718. The HOA rules are at the end. Start with your bylaws.

- [ ] **Read the bylaws first**

  Note any notice period longer than the statute's, the annual meeting location, and any limit on remote participation. Bylaw sections: _____

- [ ] **Condo notice: say it is a video conference**

  718.112(2)(c)1.: the notice states that the meeting will be via video conference and includes a hyperlink, a conference telephone number, and the address of the physical location where owners can attend in person. Post it at least 48 continuous hours ahead with every agenda item identified (14 days for a nonemergency special assessment or a unit-use rule change). Link: _____ Call-in: _____

- [ ] **Condo: book the physical location**

  718.103(33): every video conference meeting has a physical location where owners can attend in person. Annual owner meeting by video: a quorum of the board is physically present there, at the bylaw location or within 15 miles or in the same county (718.112(2)(d)2.). Address: _____

- [ ] **Condo: set up the room so everyone can hear**

  718.112(2)(b)5.: directors on video or telephone count toward quorum and vote as if present; a speaker lets the directors and owners in the room hear them.

- [ ] **Condo: record the whole meeting**

  718.112(2)(c)1. and (d)2.: a video conference meeting must be recorded and the recording kept as an official record. Recording started by: _____

- [ ] **Condo: keep and post the recording**

  718.111(12)(a)6.: recordings are official records. If the meeting has approved minutes, keep the recording at least 1 year after the date it is posted on the website or app. 718.111(12)(g)2.f.: associations with 25 or more units post the recording or a link to it for meetings in the last 12 months. Posted on: _____

- [ ] **Condo owners voting during a video meeting**

  718.112(2)(d)1.: at an owner meeting held by video conference, owners may vote electronically under 718.128, which requires a board resolution and owner consent first.

- [ ] **HOA: remote directors**

  617.0820(4): unless the articles or bylaws say otherwise, the board may let directors attend by any means where all participants can hear each other at the same time; they count as present. Applies to HOAs incorporated under Chapter 617 (720.302(5)).

Free checklist. General information, not legal advice. Review it with your association's attorney.
Based on Sections 718.103(33); 718.112(2); 718.111(12); 617.0820(4); 720.303(2), Florida Statutes. Current as of October 30, 2026.

- [ ] **HOA: notice and owner access**

  720.303(2): board meetings are open to members, who may speak on designated agenda items. Post notice at least 48 hours ahead with agenda items identified (720.303(2)(c)1.). Our reading: give owners a way to attend, such as a link, a call-in number, or a room. How owners attend: _____

Free checklist. General information, not legal advice. Review it with your association's attorney.
Based on Sections 718.103(33); 718.112(2); 718.111(12); 617.0820(4); 720.303(2), Florida Statutes. Current as of October 30, 2026.