PROFESSIONAL HOA SERVICES INC
Community Association Management

Florida Statutes 718 & 720 — Quick Reference Guide

Key Compliance Requirements for Condominium and Homeowners Associations

Florida law governs community associations through two primary statutes: Chapter 718 (The Condominium Act) for condominium associations, and Chapter 720 (The Homeowners' Association Act) for HOAs. This quick reference summarizes key requirements. Always consult qualified legal counsel for specific guidance.

FLORIDA STATUTE CHAPTER 718 — THE CONDOMINIUM ACT

REQUIREMENT	DETAILS	CITATION
Annual Budget	Proposed budget distributed to all unit owners at least 14 days before budget meeting. Owners may reject budget requiring 2/3 vote.	FL 718.112(2)(f)
Reserve Funding	Mandatory reserves for roof, building, pavement, and painting unless waived by unit owners annually.	FL 718.112(2)(f)
Assessment Collection	Written demand required before lien. Specific payment application order: interest, late fees, attorney fees, then principal.	FL 718.116
Lien Procedures	Lien recorded in county official records. 45-day notice required before foreclosure action.	FL 718.116(5)
Board Meeting Notice	Minimum 48 hours posted notice. Open to all unit owners.	FL 718.112(2)(c)
Annual Meeting Notice	Minimum 14 days notice. Director elections by secret ballot.	FL 718.112(2)(d)
Official Records	Must be maintained and made available within 10 business days of written request. Penalty: $50/day up to $200.	FL 718.111(12)
Estoppel Certificate	Must be provided within 10 business days of written request. Fee: up to $299.50.	FL 718.116(8)
Covenant Enforcement	Written notice and opportunity to cure. Fining committee (non-board members) required for fines.	FL 718.303

Owner Rights	Right to attend meetings, inspect records, vote on major decisions, and participate in governance.	FL 718.111, 718.112

FLORIDA STATUTE CHAPTER 720 — THE HOA ACT

REQUIREMENT	DETAILS	CITATION
Annual Budget	Proposed budget distributed to all parcel owners at least 14 days before budget meeting.	FL 720.303(6)
Reserve Funding	Required unless owners vote to waive. Recommended for long-term capital planning.	FL 720.303(6)(d)
Assessment Collection	Written notice required before lien filing. 30-day cure period. Specific payment application order.	FL 720.3085
Lien Procedures	Lien must be recorded in county official records. Specific notice requirements before foreclosure.	FL 720.3085(3)
Board Meeting Notice	Minimum 48 hours posted notice. Open to all members.	FL 720.303(2)
Annual Meeting Notice	Minimum 14 days notice. Election by secret ballot.	FL 720.306
Official Records	Must be maintained and made available within 10 business days of written request.	FL 720.303(5)
Estoppel Certificate	Must be provided within 10 business days of written request. Fee: up to $299.50.	FL 720.30851
Covenant Enforcement	Written notice and opportunity to cure required. Fining committee required for fines.	FL 720.305
Owner Rights	Right to attend meetings, inspect records, vote, and participate in association governance.	FL 720.303, 720.306

DISCLAIMER: This guide is provided for general informational purposes only and does not constitute legal advice. Community associations should consult with a qualified Florida attorney for legal guidance specific to their situation. Florida statutes are subject to change; always verify current requirements with legal counsel.

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