



## MEETING NOTICE REQUIREMENTS

For Condominiums (ARS 33-1248) and Planned Communities (ARS 33-1804)

### MEMBER MEETINGS

A “member meeting” is any meeting in which the *members, not the board*, vote on a community issue. Noticing member meetings is governed by state statute, not the governing documents. State law requires that all member meetings be noticed via hand-delivery or mail not less than 10 nor more than 50 days in advance of the meeting. *See* ARS 33-1248(B) for Condominiums and ARS 33-1804(B) for Planned Communities.

### BOARD MEETINGS

A “board meeting” is any meeting in which the *board, not the members*, vote on a community issue. Noticing board meetings is governed by both the state statute and the governing documents. State law requires that all board meetings be noticed via any means the board deems reasonable at least 48 hours before the meeting. *See* ARS 33-1248(B) for Condominiums and ARS 33-1804(B) for Planned Communities.

### REGULARLY SCHEDULED COMMITTEE MEETINGS

A “regularly scheduled committee meeting” is any meeting in which the *committee, not the members*, vote on a community issue. Noticing *regularly scheduled* committee meetings is governed by both the state statute and the governing documents. State law requires that all regularly scheduled committee meetings be noticed via any means the board deems reasonable but does not address how soon in advance of the regularly scheduled meeting it must be given. The board should adopt a notice requirement for regularly scheduled committee meetings. *See* ARS 33-1248(A) for Condominiums and ARS 33-1804(A) for Planned Communities. Keep in mind that *ad hoc* committees, or committees that do not meet regularly, are not subject to the open meeting laws and therefore not obligated to give advance notice to the members about when they meet.