Owner Letter Template: Explaining a Dues Increase

Fill in the blanks · one page owners will actually read

Florida timing (§718.112(2)(e)-(f); §720.303(2)(c))

- ☐ Condos: send the meeting notice and proposed budget at least 14 days before the budget meeting; adopt the budget at least 14 days before the fiscal year starts.
- ☐ Condos: if the budget is over 115% of last year's assessments, propose a substitute budget. Insurance premiums, required reserves and non-recurring SIRS repairs are excluded from that test.
- ☐ HOAs: post board meeting notice 48 hours ahead, and say in the notice that assessments will be considered.

1. The number

This year's assessment: $_____ Next year's: $_____ Change: _____%

2. Line by line: what changed and why

Insurance: $_____ (was $_____). Why: _____

Reserves, including required SIRS funding: $_____ (was $_____). Why: _____

Utilities, contracts, repairs: $_____ (was $_____). Why: _____

3. What the insurance buys

Property limit (replacement cost from the appraisal dated _____): $_____

Wind and flood structure: _____ Deductibles in dollars: $_____

Liability and directors & officers coverage: _____

4. What the board did to control the cost

Quotes obtained: ____ Deductible options compared: ____ Mitigation credits pursued: _____

5. What owners can do

Check your HO-6 policy and your loss assessment limit against your share of the deductible: $_____ per unit.

Sources: Fla. Stat. §718.112(2)(e) and (f), §720.303(2)(c). General information, current as of October 2026. Not legal advice; your governing documents, your policies and your attorney control.