

AFINCADOS · HELP CENTER · MEETINGS AND MINUTES

Calling a meeting and sending the notice

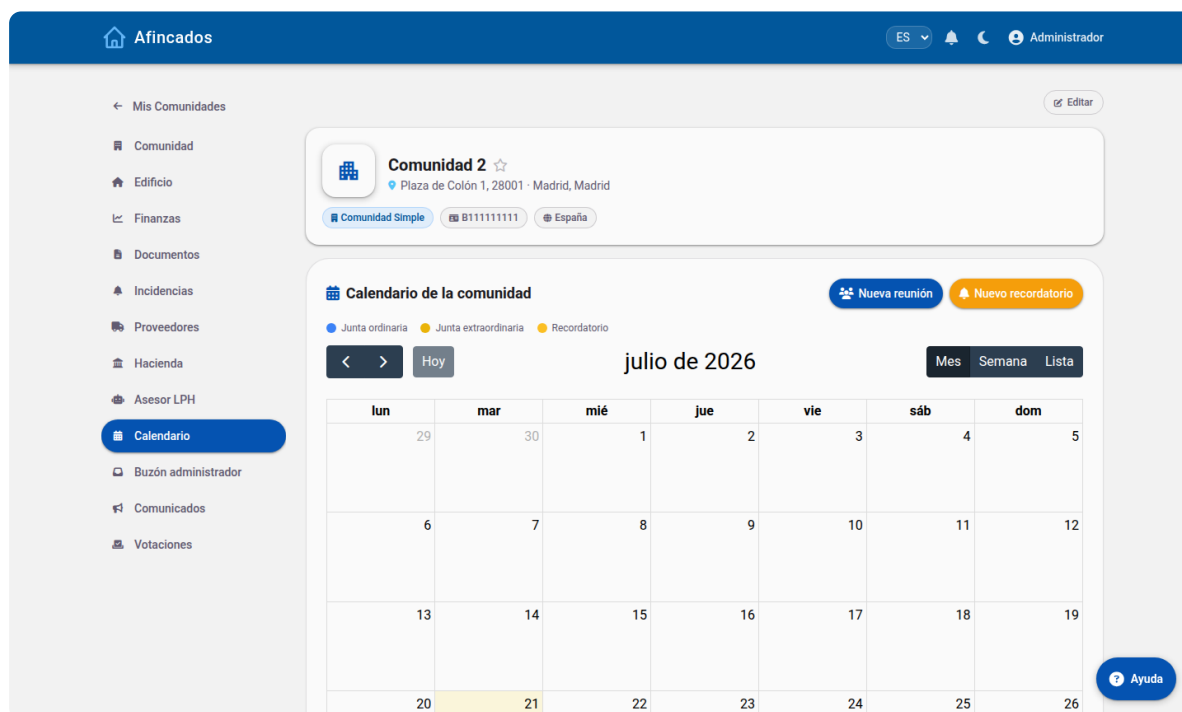
Create the meeting with its agenda and send the notice to every owner.

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The **meeting notice** is the document that summons owners to a meeting. The application generates it, emails it to every resident and keeps a record of the send, which is what makes the decisions taken there valid.



Meetings are called from the Calendar: ordinary, extraordinary and reminders.

Who can call a meeting

The **property manager** and the members of the **board**, usually the president.

Creating the meeting

1. Open the community and go to the **Meetings** tab.
2. Click **New meeting**.
3. Choose the **type**: ordinary (the annual one, to approve the accounts and the budget) or extraordinary (for a specific matter).
4. Enter the **date and time** of the first call and of the second one. The second is usually set half an hour later, in case there is no quorum at the first.
5. Write the **venue**.
6. Draft the **agenda**: add one item per matter to be discussed. Be specific, because no valid decision can be taken on a matter that is not on it.
7. Attach the necessary **documentation**: the budget, the annual report, quotes for building works and so on.
8. Save.

The meeting is created as a **draft**: nobody can see it yet.

Editing before you send

While it is still a draft you can **edit** the meeting freely: change the date, reorder the agenda items, add documents or reword anything. Review it carefully, because once the notice has gone out it should not be changed.

Sending the notice

1. Open the meeting and click **Send notice**.
2. Check the **preview** of the email residents will receive.
3. Confirm the send.

Every owner receives the notice by email and a notification in the application. The PDF is also published in the community for anyone who wants to download it.

If a resident says they did not receive it, use **Resend notice**: it goes out to them again without bothering everyone else.

Cancelling a meeting

If the meeting has to be called off, edit it and mark it as cancelled, or delete it if it was still a draft and nothing had been sent. Once the notice has gone out, it is better to **cancel** it than to delete it, so there is a record that it was called and then called off, and to let residents know with a message.

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