

**AFINCADOS · HELP CENTER**

Meetings and minutes

Meeting notices, agenda, voting and signing of the minutes.

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Table of contents

1. Meetings and minutes

- 1.1 [Calling a meeting and sending the notice](#)
- 1.2 [Producing, signing and publishing the minutes](#)

1. Meetings and minutes

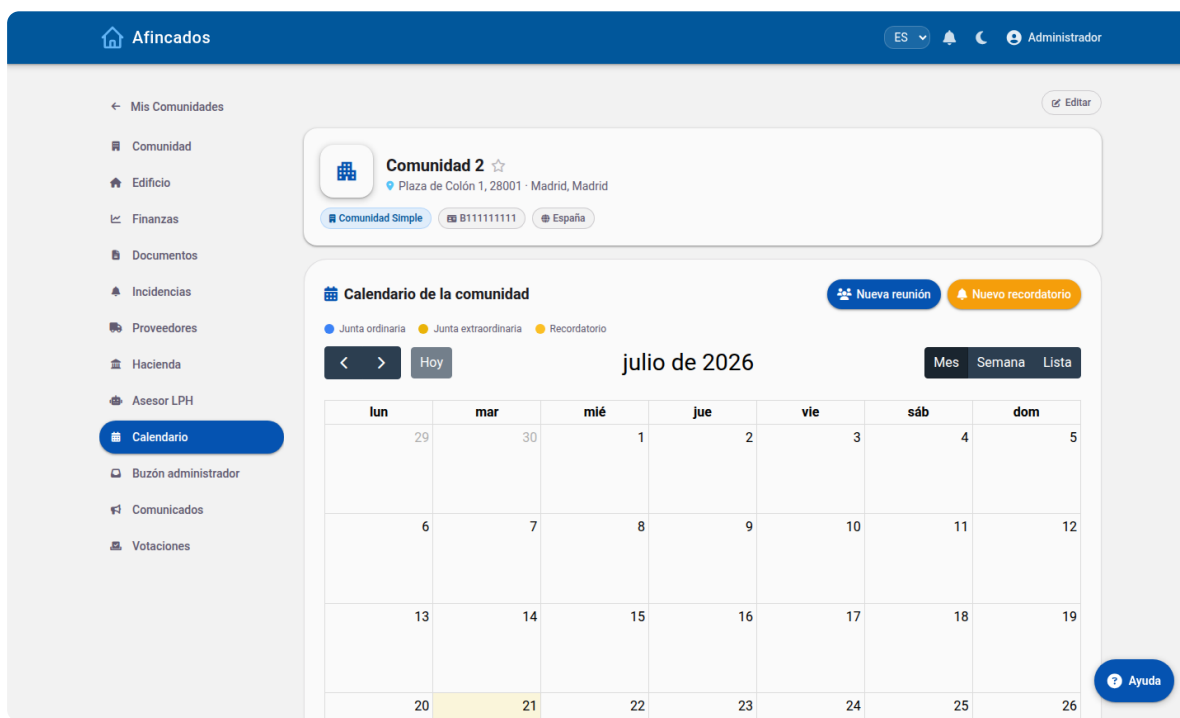
Meeting notices, agenda, voting and signing of the minutes.

1.1 Calling a meeting and sending the notice

Updated on 01/08/2026

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

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

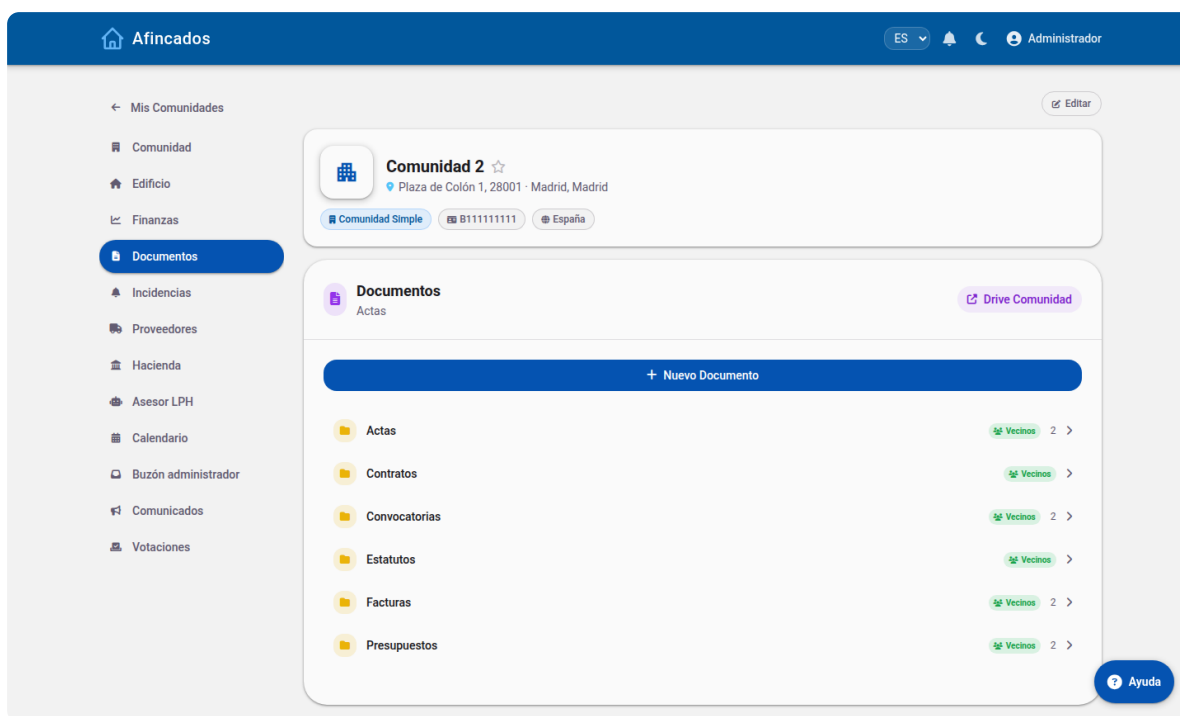
If the meeting has to be called off, edit it and mark it as cancelled, or delete it if it was still a draft and nothing had been sent. Once the notice has gone out, it is better to **cancel** it than to delete it, so there is a record that it was called and then called off, and to let residents know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

1.2 Producing, signing and publishing the minutes

Updated on 01/08/2026

Record the decisions taken, sign them digitally and distribute them to residents.

The **minutes** are the document recording what was agreed at the meeting. Without signed minutes, the decisions cannot be enforced. The application produces them from the agenda and the votes, and lets you sign them digitally.



The signed minutes are published in the «Minutes» folder, visible to residents.

Producing the minutes

1. Open the meeting that has already taken place, from the **Meetings** tab.
2. Click **Generate minutes**.
3. Record the **attendees**: tick who came and who gave their proxy to another owner. The application works out the **quorum** by ownership share and warns you if it is not met.
4. Go through the **agenda items**. For each one, note the discussion and the outcome of the **vote**: votes in favour, against and abstentions, both as a number of owners and as an ownership share.
5. Write up the **decisions** clearly: this is the part that will be acted on afterwards.
6. Save.

The minutes stay as a **draft**. You can edit them as many times as you need while they are unsigned, so take your time reviewing the wording.

Signing the minutes

Once the content is final, click **Sign**. They are signed by the **president** and the **property manager** or secretary:

1. Each signatory signs in with their own account and opens the minutes.

2. They click **Sign** and draw their signature in the box or confirm it with their digital certificate.
3. The minutes are sealed with the date and the identity of each signatory.

Once signed, the minutes **cannot be changed**. If a mistake comes to light afterwards, do not delete them: it has to be corrected by a formal amendment or raised as an item at the next meeting.

Publishing and distributing

When signed, the minutes:

- Are published automatically on the community **Documents** tab.
- Are sent by **email** to every owner.
- Trigger a **notification** in the application.

Any resident can download them as a **PDF** whenever they like, including the minutes of meetings from previous years.

After the meeting

Decisions involving money (an approved levy, a fee increase) are not applied on their own: remember to create them on the **Fees** tab, referencing the minutes that back them up.