# NC HOA & Condo Quick Reference

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A board member's plain-English cheat sheet for the two statutes that run most North Carolina communities. Condos after 1 October 1986: Chapter 47C. Planned-community HOAs after 1 January 1999: Chapter 47F (20 lots or fewer can sit outside unless they opt in). Older condos still live in Chapter 47A, with a listed 47C overlay. The numbers are close, not identical — read the column that matches your community.

## Meetings and notice

### 47C / 47F §3-108

Owner-meeting notice 10 to 60 days (mail, hand-delivery, or designated email). Annual meeting required. Condo special-meeting threshold 20 percent; HOA 10 percent. Owners get a speak-to-the-board window at regular intervals.

### 47C §3-109

Condo owner quorum 20 percent. HOA (47F §3-109) is 10 percent. Board quorum 50 percent. Adjourn for lack of quorum and the next try is half.

### 47C §3-110

Condo proxy lasts one year. HOA proxy (47F §3-110) lasts 11 months.

## Budget, assessments, lien

### 47C / 47F §3-103(c)

Budget summary to owners within 30 days of board adoption. Ratification meeting 10 to 60 days after mailing; no quorum. It stands unless a majority of all owners reject it.

### 47C / 47F §3-118

Year-end income-and-expense plus balance sheet within 75 days of fiscal year-end, no charge. Unpaid-assessment (payoff) statement within 10 business days; fee cap $200 plus $100 to expedite inside 48 hours of closing.

### 47C / 47F §3-116

30 days unpaid -> claim of lien after a 15-day first-class-mail statement. 90 days unpaid -> power-of-sale foreclosure like a mortgage, but only if the board votes to proceed against that specific unit. Three years to enforce or the lien dies. Junior to prior recorded mortgages.

### 47C / 47F §3-102

Late fees capped at the greater of $20/month or 10 percent of the unpaid installment. Boards may budget for reserves; there is no statutory reserve-study mandate.

## Fines, and which chapter you are under

### 47C / 47F §3-107.1

Hearing required. Fine cap $100, then $100/day after five days. 15-day appeal from a panel to the full board.

### 47C §1-102

Chapter 47C applies to condos created after 1 October 1986. A listed overlay (meetings, liens, records, fines, flags) also applies to older condos.

### 47F §1-102

Chapter 47F applies to planned communities created on or after 1 January 1999, except 20 lots or fewer (and wholly nonresidential) unless they opt in. A listed overlay also applies to pre-1999 planned communities unless the declaration says otherwise.

### 47A-20

Older condos keep chronological books at announced convenient working-day hours and must have an outside audit at least once a year.

## Meeting notice & deadlines

### Owner meetings

10 to 60 days (47C / 47F §3-108). Annual meeting required. Condo special meeting: 20 percent. HOA special meeting: 10 percent.

### Budget

Summary within 30 days of board adoption. Ratification 10 to 60 days later. Majority of all owners to reject (§3-103(c)).

### Year-end

Income-and-expense + balance sheet within 75 days of FYE, no charge (§3-118).

### Payoff

10 business days. Fee cap $200 + $100 expedite inside 48 hours of closing (§3-118).

### Lien

30 days unpaid, 15-day pre-lien letter, 90 days then power-of-sale if the board votes on that unit. Three years to enforce (§3-116).

## Official records

### Year-end financials

Income-and-expense plus balance sheet within 75 days of FYE, no charge (§3-118).

### Payoff statement

10 business days. $200 cap + $100 expedite inside 48 hours of closing (§3-118).

### Fine hearing

Hearing required. $100 cap, then $100/day after five days. 15-day appeal to the full board (§3-107.1).

### Older condos

Chapter 47A books at convenient working-day hours, plus an outside audit at least once a year (47A-20).

## Quorum & voting

### Condo (47C)

Owner quorum: 20 percent (§3-109)
Special meeting: 20 percent of owners
Proxy: one year (§3-110)
Applies after 1 October 1986; overlay on older condos (§1-102)

### HOA (47F)

Owner quorum: 10 percent (§3-109)
Special meeting: 10 percent of owners
Proxy: 11 months (§3-110)
Applies on or after 1 January 1999; 20-lot opt-out unless they opt in (§1-102)

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