

The owners' meeting when you live abroad

What the law really requires to summon you, what a proxy needs to work, and what can still be argued afterwards.

1 · The papers to gather first

Get everything together before you start. Almost every step in this guide stops dead for one missing document, and starting again costs more than waiting a day.

- The notice you received, with its date and the full agenda. Keep the envelope or the email too: the date of receipt counts.
- Your deed or nota simple, which states your participation quota. That is what weighs in the vote, not the number of flats.
- The proxy form, signed by you, with your name, the representative's name and the date of the meeting it applies to.
- A copy of your identity document and of your representative's.
- The last community bill, paid: an owner not up to date may attend and speak, but not vote.

2 · The order to do things in

- 1 Ask the administrator in writing to summon you at an address you actually read, and put your own request in writing. The law obliges them to summon you, not to find you.
- 2 Read the whole agenda, not just the first item. What is not on the agenda cannot be validly approved at an ordinary meeting.
- 3 Decide your vote item by item and put it in writing. A blank proxy is a vote you do not control.
- 4 Hand the proxy in before the meeting starts, and keep a copy with proof of delivery.
- 5 When the minutes arrive, read them against your instructions. The time limits for challenging a resolution run from the minutes, not from the bill.

3 · The mistakes we see again and again

- Finding out about a special levy from the bill. If the address the administrator holds is the closed house, the notice arrives and nobody reads it.
- Giving the chair a proxy with no instructions. It is convenient, and it is exactly how the surprising decisions get approved.
- Thinking that not voting is opposing. Depending on the resolution, an absent owner's silence can be counted in favour.
- Leaving a bill unpaid just before the meeting. You lose your vote on the day you most wanted it.
- Filing the minutes without reading them. The deadlines to act run whether or not anyone opened the envelope.

4 · Where you can check it yourself

Official pages, checked on 22/09/2026. The administration changes its screens without warning: if something does not match, the official source wins, not this guide.

- **Ley 49/1960 de Propiedad Horizontal (convocatoria, quórum, actas e impugnación)**

<https://www.boe.es/buscar/act.php?id=BOE-A-1960-10906>

- **Código Civil, representación y mandato**

<https://www.boe.es/buscar/act.php?id=BOE-A-1889-4763>

- **Sede Electrónica del Catastro, referencia catastral de tu piso**

<https://www.sedecatastro.gob.es/>

If you would rather we did it

€95 one meeting: notice translated, proxy vote cast and minutes explained

€190 one year: the ordinary meeting and any extraordinary ones

We are not property administrators or lawyers. We do not keep the community's accounts and we do not challenge resolutions: challenging is a court procedure and needs a lawyer. We vote exactly what you tell us in writing, and nothing else.

A question? One message is enough

Write to us on WhatsApp at **+34 613 13 87 84** (wa.me/34613138784) and a person answers.

Asking costs nothing and commits you to nothing.

Information guide, not legal or tax advice. contact@holaowners.com · holaowners.com