GCPS has extracted the following information from the *Candidate Information Booklet for the Community Association Managers Exam*, prepared by the DBPR Division of Professions, Bureau of Testing.

Note that this includes a detailed listing of areas from which the DBPR selects questions. Please use this as a guide in reviewing and studying for the exam. Note that GCPS has found that the exam includes questions from other areas covered in the GCPS Prelicensure course. Therefore, we strongly encourage you to study all portions of the Prelicensure text.

This also includes instructions for taking the exam, and other references that the DBPR uses in development of the test. For more information, you should review the *Candidate Information Booklet for the Community Association Managers Exam (http://www.myfloridalicense.com/dbpr/servop/testing/documents/camcib.pdf).*

DBPR CAM Candidate Information

CONTENT OVERVIEW

The Community Association Manager examination consists of 100 multiple choice questions based on entry level knowledge of state and federal laws pertaining to the operation and management of community associations, preparation of community association budgets, procedures for noticing and conducting community association meetings, insurance matters relating to community associations, management skills, and association maintenance.

CONTENT OUTLINE

All questions are weighted equally. The subject areas, the approximate proportion of examination questions in each subject area, and the sub-areas assigned to each subject area are as follows:

I. Law (20%)

1. Utilize the Not-for-Profit Corporate Act- Chapter 617, F.S.
   a. knowledge of the scope of authority of a not-for profit corporation

2. Utilize the Condominium Act- Chapter 718, F.S. and F.A.C.
   a. knowledge of ownership of and additional alterations to common elements
   b. knowledge of governing document existence
   b. knowledge of disclosure requirements
   c. knowledge of rights, privileges, and obligations of the unit owner

3. Utilize the Florida Vacation Plan and Timesharing Act- Chapter 721, F.S.
   a. knowledge of record keeping and financial reporting requirements
   b. knowledge of differences between timeshare and other forms of regulated property ownership

4. Utilize the Fair Housing Act
   a. knowledge of protected categories
   b. knowledge of familial status provisions

c. knowledge of physical handicap provisions
d. knowledge of exemption options

5. Utilize the Cooperative Act- Chapter 719, F.S. and F.A.C.
a. knowledge of governing document existence
b. knowledge of rights, privileges, and obligations of the developer
c. knowledge of transition requirements6. Utilize the Homeowners' Association Act- Chapter 720, F.S. and F.A.C.

7. Utilize Employment Laws
a. knowledge of tax withholding requirements
b. knowledge of Americans with Disabilities Act

8. Knowledge of Association's Right of Access to Individual Units
a. knowledge of governing document existence
b. knowledge of differences among common elements, limited common elements, common areas, and association property
c. knowledge of cable television requirements

9. Utilize Lien Laws
a. knowledge of statutory and documentary assessment lien rights
b. knowledge of statutory and documentary construction lien rights
c. Community Association Management, Part VIII, Chapter 468, F.S. and Chapter 61-20, F.A.C.

II. Procedure (25%)

1. Notice Association and Board Meetings
a. knowledge of types of meetings
b. knowledge of requirements of conducting a meeting (Association membership and special meetings, and meetings of the Board)
c. knowledge of proof of notice of meeting
d. knowledge of agenda requirements
e. knowledge of proxy requirements
f. knowledge of voting and abstaining from voting
g. knowledge of minutes and records requirements
h. knowledge of election process, recall, and filling vacancies upon resignation
i. knowledge of quorum requirements
j. knowledge of scope of authority of association officers and directors
k. knowledge of notice content, posting, delivery requirements for board and association members

2. Facilitate Committee Operations
a. knowledge of creation of committees
b. knowledge of scope of authority
c. knowledge of notice, agenda, and procedures
d. knowledge of development and understanding of committee reports
e. knowledge of search committee functions

3. Knowledge of Voting Procedures
a. knowledge of governing document existence

b. knowledge of balloting
c. knowledge of developer rights and privileges
d. knowledge of transition members' meeting
e. knowledge of eligibility requirements
f. knowledge of voting certificates

III. Budget (25%)

1. Utilize Budget Procedures
a. knowledge of expenditure categories
b. knowledge of funding the budget
c. knowledge of budget adoption procedures
d. knowledge of reserve requirements
e. knowledge of amending the budget
f. knowledge of surplus funds

2. Budget for Reserves
a. knowledge of governing document existence
b. knowledge of reserves, waiver, and transfer procedures

3. Assist in Annual Financial Reporting
a. knowledge of reserve disclosures
b. knowledge of annual financial report and financial statement requirements

4. Knowledge of Control and Disbursement of Funds

5. Utilize Reserve Funds
a. knowledge of record keeping
b. knowledge of governing document existence
c. knowledge of appropriate use

6. Collect Assessments
a. knowledge of time and due dates of assessments
b. knowledge of developer obligation for assessments
c. knowledge of liability for assessments
d. knowledge of association assessment records
e. knowledge of procedures for levying assessments

IV. Insurance (12%)

1. Obtain and Fulfill Insurance Requirements
a. knowledge of association property and liability insurance
b. knowledge of unit owner property and liability insurance
c. knowledge of limited liability and exclusions
d. knowledge of flood insurance
e. knowledge of loss control procedures
f. knowledge of insurance policy deductibles
g. knowledge of governing documents
h. knowledge of Certificates of Insurance
i. knowledge of handling insurance claims
j. knowledge of fidelity bonding

k. knowledge of performance bonds
l. knowledge of Florida Windstorm Underwriting Association
m. knowledge of joint underwriters association

2. Obtain Insurance Coverage on Officers and Directors
a. knowledge of liability insurance coverage for officers and directors
b. knowledge of liability insurance exclusions for officers and directors

V. Management/Maintenance (18%)

1. Enforce Governing Documents
a. knowledge of rights and obligations of tenants/owners
b. knowledge of violations and enforcement procedures
c. knowledge of procedures for imposing fines, penalties, and fees
d. knowledge of alternative dispute resolution

2. Facilitate Agreements and Leases
a. knowledge of bidding requirements
b. knowledge of contract requirements
c. knowledge of governing document existence

3. Repair and Maintain Property
a. knowledge of pool maintenance requirements
b. knowledge of security guard requirements
c. knowledge of pest control regulatory requirements
d. knowledge of elevator service and operation requirements
e. knowledge of property maintenance requirements

4. Employment Practices
a. knowledge of personnel management
b. knowledge of communication skills
c. knowledge of customer service skills

PILOT TESTING

The examination may contain a small number of experimental or "pilot" test questions. The purpose of including pilot test questions within the examination is to expand and improve the bank of questions from which future examinations will be drawn. This is a common practice used by many national and state examination programs and is a critical step in ensuring the continued reliability and validity of these examinations. In the event that pilot test questions are included within the examination, these questions will NOT be counted when computing your scores. Additional time will be given for answering the pilot test questions. The time allowed for testing has been evaluated to ensure there is adequate time for completing test questions and pilot questions.

Pilot questions are NOT identified. If the pilot questions were identified, many of the candidates would skip them and the results would not be valid. The development of a good examination requires accurate candidate response information for the pilot questions.

TEST TAKING ADVICE

The advice offered here is presented primarily to help you demonstrate knowledge and maximize your chances of passing the examination.

- Read all instructions carefully.
- For best results, pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments.
- Be sure to record an answer for each question, even the items about which you are not completely sure. You can note the questions you wish to reconsider on the computer testing system and return to them later.

REFERENCES

Candidates may find the following resources helpful when studying for the Community Association Licensure examination.

Florida Laws

- Chapter 468 Part VIII, Florida Statutes, Community Association Management (CAM) Law
- Chapter 498, Florida Statutes, Florida Uniform Land Sales Practices Law
- Chapter 607, Florida Statutes, Florida Business Corporations Act
- Chapter 617, Florida Statutes, Florida Not-For-Profit Corporations Act
- Chapter 718, Florida Statutes, Condominium Act
- Chapter 719, Florida Statutes, Cooperative Act
- Chapter 720, Florida Statutes, Homeowners' Association Act
- Chapter 721, Florida Statutes, Florida Vacation Plan and Timeshare Act
- Chapter 760, Part I, Florida Statutes, Florida Civil Rights Act
- Chapter 760, Part II, Florida Statutes, Florida Fair Housing Act
- Chapter 482, Florida Statutes, Pest Control
- Chapter 399, Florida Statutes, Elevators
- Chapter 514, Florida Statutes, Public Swimming and Bathing Facilities
- Chapter 493, Part III, Florida Statutes, Private Security Services

Florida Statutes can be found on the Internet at: http://www.leg.state.fl.us/Statutes/index.cfm?Mode=View%20Statutes&Submenu=1&Tab=statutes

Florida Administrative Code

- Florida Administrative Code Chapter 61-20
- Florida Administrative Code Chapter 61E14-1
- Florida Administrative Code Chapter 61E14-2
- Florida Administrative Code Chapter 61E14-3

- Florida Administrative Code Chapter 61E14-4

Florida Administrative Code can be found on the Internet at https://www.flrules.org/Default.asp

RULES FOR THE EXAMINATION

- The examination materials, documents, or memoranda of any kind are not to be taken from the examination room. Such documents must be returned to the test center staff upon completion of your examination.
- Listen carefully to the instructions given by the Test Center Manager and read all directions thoroughly. Test Center Managers are NOT qualified or authorized to answer questions concerning examination content. However, if you have any procedural questions, they will do their best to assist you.
- If you have a concern about the content of an examination question, please request a “Candidate Comment Form”.
- You must have the Test Center Manager’s permission to leave the examination room. You will NOT be allowed additional time to make up for time lost.
- Smoking will not be permitted in an examination room or in the restrooms, based on the October 1985 Florida Clean Indoor Air Act.
- Do not bring food into an examination room. If applicable, a lunch break will be provided. Drinks are allowed in spill proof containers. Children and visitors are NOT allowed in the test center.
- You are NOT permitted to take personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test. Pearson VUE and the Department are NOT responsible for lost or misplaced items.
- Under NO circumstances will you be permitted to work beyond the time allotted for the examination. Time limits are generous; you should have ample time to answer all questions and check all work.