CAM PRE-LICENSURE COURSE REFERENCE MATERIALS

This document contains links to the reference materials for each chapter within the CAM Pre-Licensure: Principles and Practices of Community Association Management book and the online course. Click the links to access the materials.

CHAPTER 1 - COMMUNITY ASSOCIATION MANAGEMENT

F.S. 607 Florida Business Corporation Act F.S. 720 The Homeowners' Association Act

F.S. 617 Florida Not For Profit Corporation F.S. 721 The Florida Vacation Plan and

Act Timesharing Act

F.S. 718 The Condominium Act F.S. 723 The Florida Mobile Home Act

F.S. 719 The Cooperative Act

CHAPTER 2 - COMMUNITY ASSOCIATION MANAGEMENT

<u>CAM CE Categories</u> <u>Exhibit 2.2 Disciplinary Actions</u>

CAM License Period Flowchart Exhibit 2.3 DBPR Exam Content

<u>CAM License Renewal Process</u> <u>Exhibit 2.4 License Fees</u>

Exhibit 2.1 CAM UPL Chart Florida Statute Website

CHAPTER 3 - CREATION, SALE, AND REGULATION OF COMMUNITY ASSOCIATIONS

Exhibit 3.1 Documents Required for Creation of New Association

Exhibit 3.2 Documents Required for Resale of Association

Exhibit 3.3 Statutes and Rules for Association Type

Exhibit 3.4 Fees to the Division

Exhibit 3.5 Condominium Governance Form

CHAPTER 4 – ASSOCIATION DOCUMENTS

Exhibit 4.1 Hierarchy of Laws and Documents Florida Statute Website

Exhibit 4.2 Primary Legal Documents

Exhibit 4.3 Frequently Asked Questions and Answers Sheet (FAQ&A)

CHAPTER 5 - ASSOCIATION OPERATIONS, PART I

Exhibit 5.1 Required Turnover Developer Documents

Exhibit 5.2 Developer Audit

Exhibit 5.3 Phase Condominium

Exhibit 5.4 Mixed-Use Condominium

Exhibit 5.5 Multi-Condominium

CHAPTER 6 - ASSOCIATION OPERATIONS, PART II

Exhibit 6.1 Required Official Records

Uniform Condominium Questionnaire

Supplemental Resources

Exhibit 6.2 Association Chain of Command

Exhibit 6.3 Performance Planning and

Evaluation

Exhibit 6.4 Supervision

Exhibit 6.5 FLSA Fact Sheet #17A

Exhibit 6.6 IRS 20-Factor Independent

Contractors' Test

Exhibit 6.7 DOL Agencies

Exhibit 6.8 Government Agencies

Exhibit 6.9 ADA

CHAPTER 7 - STATE AND FEDERAL LAWS

ADA Accessibility Guidelines for Play Areas

ADA Standards for Accessible Design

Exhibit 7.1 ADA Parking

Exhibit 7.2 ADA Classes Animals

Exhibit 7.3 HUD Assistance Animal Guidance

CHAPTER 8 - INSURANCE, PART I

Workers' Comp Broken Arm Poster

CHAPTER 9 – INSURANCE, PART II

Bureau of Insurance Fraud Exhibit 9.4 Insurance Policy Delivery

Exhibit 9.1 Casualty Insurance Defined Exhibit 9.5 Bureau of Insurance Fraud

Exhibit 9.2 Citizens Homeowner Claims Bill of Rights

Exhibit 9.3 Insurance Notices Know Your Rights Pamphlet

CHAPTER 10 - MAINTENANCE

Exhibit 10.1 Maintenance Inspection Form

Exhibit 10.2 Work Order System

Exhibit 10.3 Emergency-Disaster Planning

CHAPTER 11 - THE TIMESHARE ACT

Exhibit 11.1 Public Offering Statement	Exhibit 11.5 Extension of Timeshare Plans
Required Records	Exhibit 11.6 Termination of Timeshare Plans

<u>Exhibit 11.2 Advertising Materials</u>
<u>Exhibit 11.3 Resale Purchase Agreement</u>
<u>Exhibit 11.8 Glossary of Terms</u>

Exhibit 11.4 Resale Service Providers

CHAPTER 12 - MEMBERSHIP MEETINGS AND ELECTIONS

Extract TELE Campio Totally Columbia	Instructions
Exhibit 12.2 Sample Voting Certificate	Exhibit 12.7 Sample Election Ballot and
Exhibit 12.1 Sample Agenda	Exhibit 12.6 DBPR Election Flow Chart

Exhibit 12.3 Sample General Proxy Instructions

Exhibit 12.4 Sample Limited Proxy

<u>Exhibit 12.8 Sample Envelopes for Meeting</u>

Exhibit 12.5 General or Limited Proxy

Package

Comparison

CHAPTER 13 - BOARD OF DIRECTORS

Exhibit 13.1 Conflicts of Interest Exhibit 13.4 Recall Agreement

Exhibit 13.3 Florida Not For Profit Corporation Exhibit 13.6 Recall Petition

<u>Act</u>

CHAPTER 14 - MEETINGS AND ASSOCIATION BUSINESS

Exhibit 14.1 Sample Notice Exhibit 14.4 Abstentions

Exhibit 14.2 Sample Agenda Exhibit 14.5 Sample of Board Meeting Closed

Exhibit 14.3 Sample Notices to Members Notice

Exhibit 14.6 Types of Motions

CHAPTER 15 - BUDGETING

<u>Exhibit 15.1 Glossary</u> <u>Exhibit 15.7 Sample Assessments - Current</u>

Exhibit 15.2 Budget Preparation Budget

Exhibit 15.3 Sample Budget Exhibit 15.8 Quorum Example: Condo/Coop

Exhibit 15.5 Reserve Type Comparison Exhibit 15.10 Calculating the Percentage

Exhibit 15.6 Sample Assessments

CHAPTER 16 - FINANCIAL MANAGEMENT

Exhibit 16.2 Priority of Monies Paid by a Requirements Summary

<u>Delinquent Member</u> <u>Exhibit 16.7 Cash Basis Financial Report Line</u>

Exhibit 16.3 Estoppel Certificate Example

Exhibit 16.4 Estoppel Fees Exhibit 16.8 Condominium Annual Report

Exhibit 16.5 Financial Report Examples Sample Form