
CAM PRE-LICENSURE COURSE

REFERENCE MATERIALS

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

CHAPTER 1 - WHAT IS A COMMUNITY ASSOCIATION?

[F.S. 718 The Condominium Act](#)

[F.S. 719 The Cooperative Act](#)

[F.S. 720 The Homeowners' Association Act](#)

[F.S. 721 The Florida Vacation Plan and Timesharing Act](#)

[F.S. 723 The Florida Mobile Home Act](#)

[F.S. 607 Florida Business Corporation Act](#)

[F.S. 617 Corporations Not For Profit](#)

CHAPTER 2 - COMMUNITY ASSOCIATION MANAGERMENTS

[CAM CE Categories](#)

[CAM Initial License Period Flowchart](#)

[CAM License Renewal Process Flowchart](#)

[DBPR Self-Reporting Website](#)

[Exhibit 2.1 CAM UPL Chart](#)

[Exhibit 2.2 Disciplinary Actions](#)

[Exhibit 2.3 DBPR Exam Content](#)

[Florida Statute Website](#)

[Statutory or Rule Violations Chart](#)

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

[DBPR Web Site](#)

[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](#)

[F.A.C. Website](#)

[Florida Statute Website](#)

[Sunbiz.org](#)

CHAPTER 4 - ASSOCIATION DOCUMENTS

[Exhibit 4.1. Primary Legal Documents](#)

[Florida Statute Website](#)

[Hierarchy of Law and Documents](#)

CHAPTER 5 - ASSOCIATION OPERATIONS, PART I

[CRS Report for Congress](#)

[Exhibit 5.1 Required Returned 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](#)

CHAPTER 7 - STATE AND FEDERAL LAWS

[ADA 2010 Standards for Accessible Design](#)

[ADA Accessibility Guidelines for Play Areas](#)

[ADA Compliance Directory](#)

[DOJ Civil Rights Division](#)

[ECFR.gov](#)

[Exhibit 7.1 ADA Parking](#)

[Exhibit 7.2 ADA Classes Animals](#)

CHAPTER 8 - INSURANCE, PART I

[Citizens Insurance](#)

[Workers' Compensation Division](#)

[Florida Department of Economic Opportunity \(DEO\)](#)

CHAPTER 9 - INSURANCE, PART II

[Bureau of Insurance Fraud](#)

[Exhibit 9.1 Casualty Insurance Defined](#)

[Exhibit 9.2 Citizens](#)

[Exhibit 9.3 Insurance Notices](#)

[Exhibit 9.4 Insurance Policy Delivery](#)

[Exhibit 9.5 Bureau of Insurance Fraud](#)

[Florida Office of Insurance Regulation](#)

[Homeowner Claims Bill of Rights](#)

[Insurance Consumer Advocate Web Site](#)

CHAPTER 10 - MAINTENANCE

[Elevator Inventor Story](#)

[Exhibit 10.1 Maintenance Inspection Form](#)

[Exhibit 10.2 Work Order System](#)

[Exhibit 10.3 Shutters and Code Compliance](#)

[Exhibit 10.4 Emergency-Disaster Planning](#)

[F.A.C. 5E-2 Pesticides](#)

[F.A.C. 5N-1 Private Investigation](#)

[F.A.C. 64E-9 Public Swimming Pools and Bathing Places](#)

[F.A.C. 69A-60 The Florida Fire Prevention Code](#)

[F.A.C. Website](#)

[FDOH Monthly Swimming Pool Report \(Form DH 921\)](#)

[FEMA Emergency Management Guide](#)

[F.S. 399 Elevator Safety Act](#)

[F.S. 482 Pest Control Operator Requirements](#)

[F.S. 493 Private Investigation](#)

[F.S. 509 Lodging and Food Service Establishments](#)

[F.S. 558 Construction Defects](#)

[F.S. 633 Fire Prevention and Control](#)

[F.S. 713 Part II Construction Liens](#)

CHAPTER 11 - HUMAN RESOURCES MANAGEMENT

[Exhibit 11.1 Association Chain of Command](#)

[Exhibit 11.2 Form I-9](#)

[Exhibit 11.3 IRS Form W-4](#)

[Exhibit 11.4 Performance Planning and Evaluation](#)

[Exhibit 11.5 Supervision](#)

[Exhibit 11.6 Federal Tax Requirements](#)

[Exhibit 11.7 Recordkeeping](#)

[Exhibit 11.8 IRS 20-Factor](#)

[Exhibit 11.9 IRS Common Law Test](#)

[Exhibit 11.10 Progressive Discipline System](#)

[Exhibit 11.11 Discrimination](#)

[Exhibit 11.12 DOL Agencies](#)

[Exhibit 11.13 Government Agencies](#)

[Exhibit 11.14 Americans with Disabilities Act](#)

[FLSA Fact Sheet #17](#)

[IRS Circular E](#)

[OSHA Guidelines](#)

CHAPTER 12 - THE TIMESHARE ACT

[Exhibit 12.1 POS Required Records](#)

[Exhibit 12.2 Advertising Materials and Oral Statements](#)

[Exhibit 12.3 Resale Purchase Agreement](#)

[Exhibit 12.4 Resale Service Providers](#)

[Exhibit 12.5 Extension of Timeshare Plans](#)

[Exhibit 12.6 Termination of Timeshare Plans](#)

[Exhibit 12.7 Exchange Programs](#)

[Florida Statute Website](#)

[Glossary](#)

CHAPTER 13 - MOBILE HOMES

[Chapter 13 - Mobile Homes](#)

CHAPTER 14 - MEMBERSHIP MEETINGS AND ELECTIONS

[Exhibit 14.1 Sample Agenda](#)

[Exhibit 14.2 Sample Voting Certificate](#)

[Exhibit 14.3 Sample General Proxy](#)

[Exhibit 14.4 Sample Limited Proxy](#)

[Exhibit 14.5 General or Limited Proxy Comparison](#)

[Exhibit 14.6 DBPR Election Flow Chart](#)

[Exhibit 14.7 Sample Election Ballot and Instructions](#)

[Exhibit 14.8 Sample Envelopes for Meeting Package](#)

[Florida Statute Website](#)

CHAPTER 15 - BOARD OF DIRECTORS

- [Exhibit 15.1 Conflicts of Interest](#)
- [Exhibit 15.2 Consanguinity Chart](#)
- [Exhibit 15.3 Who Votes at Board Meetings](#)
- [Exhibit 15.4 Florida Not For Profit Corporation Act](#)
- [Exhibit 15.5 Recall Agreement](#)
- [Exhibit 15.6 Recalls](#)
- [Exhibit 15.7 Recall Petition](#)

CHAPTER 16 - MEETINGS AND ASSOCIATION BUSINESS

- [Exhibit 16.1 Sample Notice](#)
- [Exhibit 16.2 Sample Agenda](#)
- [Exhibit 16.3 Sample Notices](#)
- [Exhibit 16.4 Abstentions](#)
- [Exhibit 16.5 Sample of Board Meeting Closed to Members Notice](#)
- [Exhibit 16.6 Types of Motions](#)

CHAPTER 17 - BUDGETING

- [Exhibit 17.1 Glossary](#)
- [Exhibit 17.2 Budget Preparation](#)
- [Exhibit 17.3 Sample Budget](#)
- [Exhibit 17.4 Sample Estimate Reserve Budget](#)
- [Exhibit 17.5 Segregated Reserve Schedule](#)
- [Exhibit 17.6 Sample Assessments - Proposed Budget](#)
- [Exhibit 17.7 Sample Assessments - Current Year Budget](#)
- [Exhibit 17.8 Quorum Example: Condo/Coop](#)
- [Exhibit 17.9 Quorum Example: HOA](#)
- [Exhibit 17.10 Calculating the Percentage](#)

CHAPTER 18 - FINANCIAL MANAGEMENT

- [Chapter 18 Quiz](#) - The quiz in the book is numbered incorrectly. Please use this revised quiz.
- [Exhibit 18.1 Notice of Special Board Meeting](#)
- [Exhibit 18.2 Priority of Monies Paid by a Delinquent Member](#)
- [Exhibit 18.3 Estoppel Certificate Example](#)
- [Exhibit 18.4 Estoppel Fees](#)
- [Exhibit 18.5 Financial Reports Examples](#)
- [Exhibit 18.6 Annual Financial Reporting Requirements Summary](#)
- [Exhibit 18.7 Cash Basis Financial Report Line Items](#)
- [Exhibit 18.8 Condominium Annual Report Form Sample](#)
- [F.S. 83 Florida Residential Landlord and Tenant Act](#)
- [F.S. 718 Condominium Act](#)
- [F.S. 719 Cooperative Act](#)
- [F.S. 720 Homeowners' Association Act](#)