

Florida Community Association Manager Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

Copyright © 2025 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain from reliable sources accurate, complete, and timely information about this product.

SAMPLE

Questions

- 1. How many directors can a developer appoint if they own 5% of 500 or fewer units?**
 - A. 1**
 - B. 2**
 - C. 3**
 - D. 4**
- 2. Under Florida law, what must be included in the Articles of Incorporation of a community association?**
 - A. Only the purpose of the association**
 - B. The corporation name and mailing address**
 - C. The names of all current board members**
 - D. Details on all future meetings**
- 3. What is the minimum ownership percentage allowing a developer to appoint at least one director if they own 500 or more units?**
 - A. 1%**
 - B. 2%**
 - C. 5%**
 - D. 10%**
- 4. Can special assessments be levied by the board regardless of association documentation?**
 - A. Only with unanimous consent**
 - B. Yes, unless stated otherwise in documents**
 - C. No, they cannot levy assessments**
 - D. Only if the president approves**
- 5. Under what circumstances must an HOA file for arbitration with DBPR?**
 - A. When there are conflicts regarding rule changes**
 - B. When members contest elections or recalls**
 - C. When there is a disagreement on budget allocations**
 - D. When members request a special meeting**

- 6. After the transition meeting, how soon must the developer provide an audit of financial records?**
- A. 30 days**
 - B. 60 days**
 - C. 90 days**
 - D. 120 days**
- 7. What are appurtenances in the context of a community association?**
- A. Enhancements to the property value**
 - B. Accessory rights inherent to a member**
 - C. Common resources shared by all members**
 - D. Legal documents outlining user rights**
- 8. Which agency is responsible for enforcing compliance with the Cooperative Act?**
- A. Department of Health**
 - B. Department of Business and Professional Regulations**
 - C. Department of Housing and Urban Development**
 - D. Department of Consumer Services**
- 9. What is the minimum voting interest percentage required for an HOA quorum?**
- A. 20%**
 - B. 30%**
 - C. 40%**
 - D. 50%**
- 10. How much advance notice must an HOA give before holding a membership meeting?**
- A. 7 days**
 - B. 10 days**
 - C. 14 days**
 - D. 30 days**

Answers

SAMPLE

1. A
2. B
3. B
4. B
5. B
6. C
7. B
8. B
9. B
10. C

SAMPLE

Explanations

SAMPLE

1. How many directors can a developer appoint if they own 5% of 500 or fewer units?

A. 1

B. 2

C. 3

D. 4

The correct answer is that a developer can appoint one director if they own 5% of 500 or fewer units. In Florida, the law stipulates specific guidelines regarding the appointment of directors in community associations, especially concerning developers. When a developer owns a minority share of the total units in a community association, their rights to appoint directors are limited. Specifically, if a developer holds less than 20% of the total units, they are granted the ability to appoint only one member to the board of directors. This rule is designed to balance the power between developers and unit owners, ensuring that a single developer does not maintain disproportionate control over the association's governance once a certain threshold of ownership is crossed. Understanding this allocation is crucial for community association managers, as it lays the foundation for governance structure and the rights and responsibilities of both developers and unit owners within the community.

2. Under Florida law, what must be included in the Articles of Incorporation of a community association?

A. Only the purpose of the association

B. The corporation name and mailing address

C. The names of all current board members

D. Details on all future meetings

The articles of incorporation for a community association in Florida must include essential information that establishes the association as a legal entity. One of the primary requirements is the inclusion of the corporation name and mailing address. This information is critical because it provides a formal designation for the entity and a point of contact for communications. Without this basic information, the community association would lack a clear identification and a means for members and external parties to interact with the organization. While other elements such as the association's purpose, the names of board members, or meeting details might be important for the association's governance or operation, they are not mandated to be included in the articles of incorporation according to Florida law. The articles primarily focus on establishing the identity and contact information of the association. Thus, including the corporation name and mailing address fulfills a key legal requirement and establishes the community association's framework.

3. What is the minimum ownership percentage allowing a developer to appoint at least one director if they own 500 or more units?

A. 1%

B. 2%

C. 5%

D. 10%

In Florida community associations, particularly under the Florida Statutes, the ability for a developer to appoint at least one director in an association is tied to the percentage of ownership of units by the developer. The correct answer indicates that if a developer owns at least 2% of the total number of units in a community of 500 or more units, they are permitted to appoint at least one director. This percentage reflects a broader principle in community association governance, where a developer's ongoing involvement is recognized as significant until their stake in the community falls below a certain threshold. The choice of 2% specifically provides a balance to ensure that developers maintain a degree of influence and involvement in the governance of the association, particularly during the early stages when they are still selling units and may have a vested interest in its management. Understanding this minimum ownership requirement is critical for community association managers, as it informs both the operational structure of the board and the transition from developer control to homeowner control as the community matures.

4. Can special assessments be levied by the board regardless of association documentation?

A. Only with unanimous consent

B. Yes, unless stated otherwise in documents

C. No, they cannot levy assessments

D. Only if the president approves

The reasoning behind affirming that special assessments can be levied by the board, unless stated otherwise in the association's documents, is grounded in the legal framework governing community associations in Florida. Typically, a community association's governing documents outline the extent of authority conferred to the board, including financial powers such as the imposition of special assessments. When guiding decisions on special assessments, it is essential to understand that most community association documents do not outright prohibit the board from levying these assessments. Therefore, the board can execute this financial decision, provided there is nothing in the documents that limits their authority. This flexibility allows the board to respond effectively to unforeseen circumstances or necessary improvements that may arise, thereby ensuring the overall health and maintenance of the community. In this context, the correct understanding reinforces the board's role as an operational body capable of responding to the needs of the community, while maintaining compliance with any specific provisions laid out in the governing documents. If no specific restrictions are present, the board has the latitude to make decisions that benefit the community's interests.

5. Under what circumstances must an HOA file for arbitration with DBPR?

- A. When there are conflicts regarding rule changes**
- B. When members contest elections or recalls**
- C. When there is a disagreement on budget allocations**
- D. When members request a special meeting**

An HOA must file for arbitration with the Department of Business and Professional Regulation (DBPR) specifically when there are disputes related to elections or recalls. This requirement stems from the need to ensure fair and lawful processes in governance, particularly concerning the election of board members and the recall of sitting board members. In Florida, the statutes governing community associations emphasize the importance of maintaining order and fairness in democratic processes within associations. Thus, when a member contests an election or challenges a recall, this necessitates arbitration to resolve the conflict impartially and according to established legal protocols. This process helps to safeguard the rights of voters, ensure transparency, and uphold the integrity of the association's governance. Other scenarios, such as conflicts over rule changes, disagreements on budget allocations, or requests for special meetings, may require different forms of resolution or processes but do not specifically necessitate arbitration through the DBPR. Each of these situations may be addressed internally within the association's governance structure or through mediation, rather than the formal arbitration process designated for election-related disputes.

6. After the transition meeting, how soon must the developer provide an audit of financial records?

- A. 30 days**
- B. 60 days**
- C. 90 days**
- D. 120 days**

The correct response indicates that the developer must provide an audit of the financial records within 90 days after the transition meeting. This timeframe is significant as it ensures transparency and accountability during the transition from the developer-controlled board to the initial elected board of the homeowners association. The requirement for a 90-day period allows for adequate time to conduct a thorough audit while still ensuring that the homeowners receive timely information regarding the financial status of their community association. This is crucial in establishing trust and facilitating smooth governance as the new board takes over responsibilities. Adhering to this timeline is essential for the integrity of the community's financial management and provides a clear foundation for future operational decisions. Other durations, such as 30, 60, or 120 days, do not align with the established guidelines under Florida law governing community associations, which specify the 90-day requirement as the standard for such audits after a transition meeting. This helps ensure that the financial records are vetted and presented to the new board and community members promptly.

7. What are appurtenances in the context of a community association?

- A. Enhancements to the property value**
- B. Accessory rights inherent to a member**
- C. Common resources shared by all members**
- D. Legal documents outlining user rights**

Appurtenances refer to the rights, privileges, or improvements that are associated with property ownership, particularly in the context of community associations. These are accessory rights that are inherently tied to a member's property. For instance, appurtenances might include the right to use common areas, such as pools, parks, or recreational facilities, as well as specific easements. Understanding appurtenances is crucial for community association members, as they define what is included with the property ownership and how members can make use of shared resources and amenities. The distinction is important because appurtenances are not just physical features but also legal rights related to the property that can enhance the enjoyment and use of the property. This concept is pivotal in community governance and property law, ensuring that all members have a clear understanding of their rights and responsibilities.

8. Which agency is responsible for enforcing compliance with the Cooperative Act?

- A. Department of Health**
- B. Department of Business and Professional Regulations**
- C. Department of Housing and Urban Development**
- D. Department of Consumer Services**

The Department of Business and Professional Regulations is the agency responsible for enforcing compliance with the Cooperative Act in Florida. This department oversees various aspects of business regulation within the state, including the operations of cooperative associations. Their enforcement role includes ensuring that cooperatives adhere to the laws set out in the Cooperative Act, thereby promoting fair practices and protecting the rights of members within these associations. By handling the regulation and compliance aspects, this department ensures that cooperative associations are managed correctly, providing members with a framework of accountability and governance necessary for their collective living arrangements. This role is crucial in maintaining the integrity of cooperatives and ensuring they operate within the legal parameters established by state law. The other agencies listed, while they may have roles in housing or consumer services, do not specifically handle enforcement related to the Cooperative Act, thus distinguishing the Department of Business and Professional Regulations as the appropriate and relevant authority for this task.

9. What is the minimum voting interest percentage required for an HOA quorum?

- A. 20%
- B. 30%**
- C. 40%
- D. 50%

In a homeowners association (HOA), a quorum refers to the minimum number of members that must be present at a meeting to make the proceedings valid, allowing decisions to be made regarding the community. In Florida, the law stipulates that a minimum voting interest of 30% is required for an HOA quorum. This ensures that a sufficient number of members are present to represent the interests of the community when votes are taken, promoting fairness and inclusiveness in the decision-making process. Meeting this threshold helps prevent situations where a small number of members could make decisions that impact the entire community, thereby safeguarding against unrepresentative outcomes. When the specified percentage of voting interests is present, the HOA can conduct valid business, such as the election of board members or amendments to rules and regulations.

10. How much advance notice must an HOA give before holding a membership meeting?

- A. 7 days
- B. 10 days
- C. 14 days**
- D. 30 days

The requirement for how much advance notice a homeowners association (HOA) must provide before holding a membership meeting is generally stipulated by Florida statutes governing community associations. According to these regulations, at least 14 days' notice must be given to all members before the meeting takes place. This notice period is established to ensure that all members have adequate time to prepare for and potentially participate in the meeting. The law emphasizes transparency and communication within the community association, allowing members to engage in discussions and decisions that affect their living environment. The 14-day notice period serves as a fundamental guideline, fostering a sense of community involvement and ensuring that members can effectively coordinate their schedules to attend. In practice, this means that the HOA must provide written notice of the meeting's time, date, and location, as well as the agenda, enabling members to understand what topics will be addressed. Thus, the correct answer reflects the legal requirement aimed at promoting proper governance and member participation within the association.