

Florida Community Association Manager Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

- 1. What does deferred maintenance refer to?**
 - A. Repairs done on a monthly basis**
 - B. Maintenance performed less frequently than yearly**
 - C. Emergency repairs**
 - D. All maintenance completed on time**
- 2. What must a member do to challenge a decision made during a board meeting?**
 - A. Request a recount**
 - B. Submit a written complaint**
 - C. Motion for a review**
 - D. Call for a special meeting**
- 3. What happens to the ballots if an inner envelope contains more than one ballot?**
 - A. Both ballots are valid**
 - B. Neither ballot is valid**
 - C. Only the first ballot is valid**
 - D. The envelope may be counted**
- 4. What is the consequence of failing to approve the reserve fund's designated purpose?**
 - A. No consequences if no one complains**
 - B. Funds automatically reallocated**
 - C. Can be used for unexpected expenses without issues**
 - D. Proposal for alternative use requires majority approval**
- 5. What type of proxy is used to establish quorum in a condominium or cooperative?**
 - A. Limited Proxy**
 - B. General Proxy**
 - C. Special Proxy**
 - D. Voting Proxy**

- 6. Which of the following is a reason a ballot might be disqualified?**
- A. The outer envelope is not signed**
 - B. The inner envelope contains two ballots**
 - C. Both A and B**
 - D. None of the above**
- 7. Can an association take away a member's right to access their own unit or parking?**
- A. Yes, always**
 - B. No, they may not**
 - C. Only if voted by the board**
 - D. Yes, but only temporarily**
- 8. What characterizes the legal structure of a community association?**
- A. It is always the same across all communities**
 - B. It is governed by diverse structures and specific documents**
 - C. It is primarily dictated by state law**
 - D. It is based on a national set of guidelines**
- 9. What is the required notice period for a meeting where the board will be elected?**
- A. 30 Days**
 - B. 45 Days**
 - C. 60 Days**
 - D. 90 Days**
- 10. Spas and wading pools are exempt from which of the following requirements?**
- A. Water quality testing**
 - B. Life-saving apparatus**
 - C. Regular maintenance inspections**
 - D. Facility cleanliness standards**

Answers

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

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Explanations

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1. What does deferred maintenance refer to?

- A. Repairs done on a monthly basis**
- B. Maintenance performed less frequently than yearly**
- C. Emergency repairs**
- D. All maintenance completed on time**

Deferred maintenance refers to the practice of postponing necessary maintenance activities, which often results in repairs being performed less frequently than they should be. This can occur due to various factors such as budget constraints, lack of time, or prioritizing other projects. By not addressing maintenance issues promptly, the overall condition of the property can deteriorate, potentially leading to more significant problems and higher costs in the long run. In the context of community association management, understanding deferred maintenance is crucial, as it impacts property values and resident satisfaction. Regular maintenance is vital for preserving the integrity of community assets, and delaying repairs can lead to emergencies, thus affecting budgets and community resources.

2. What must a member do to challenge a decision made during a board meeting?

- A. Request a recount**
- B. Submit a written complaint**
- C. Motion for a review**
- D. Call for a special meeting**

To challenge a decision made during a board meeting, a member typically needs to motion for a review. This process allows the member to formally propose that the board re-examine or reconsider a specific decision, providing the opportunity for discussion and possibly a vote on the matter. This mechanism is important in maintaining transparency and accountability within the board, ensuring that decisions can be debated and reevaluated based on new information or concerns raised by the community's members. While other options might seem relevant—such as requesting a recount of votes or submitting a written complaint—these avenues do not necessarily facilitate an immediate or formal challenge to the board's decision in the way that a motion for review does. Similarly, calling for a special meeting may be useful for discussing broader issues but does not inherently challenge a specific board decision directly during the meeting. Thus, the motion for a review stands out as the appropriate action for a member looking to contest or seek clarification on a board decision.

3. What happens to the ballots if an inner envelope contains more than one ballot?

- A. Both ballots are valid**
- B. Neither ballot is valid**
- C. Only the first ballot is valid**
- D. The envelope may be counted**

When an inner envelope contains more than one ballot, the correct outcome is that neither ballot is valid. This is because the voting process is designed to ensure that each voter casts only one ballot to maintain the integrity and accuracy of the election. If multiple ballots are found within a single inner envelope, it creates confusion regarding the voter's true intent, and it is impossible to determine which ballot should be counted. Therefore, to maintain security and to follow the regulations governing elections, the presence of more than one ballot in an envelope results in the disqualification of both ballots. This procedure is in place to protect against circumstances that could potentially lead to multiple votes being counted from a single voter, which could skew the election results and violate the principle of one person, one vote. Implementing strict measures like this ensures that the election process remains fair and transparent.

4. What is the consequence of failing to approve the reserve fund's designated purpose?

- A. No consequences if no one complains**
- B. Funds automatically reallocated**
- C. Can be used for unexpected expenses without issues**
- D. Proposal for alternative use requires majority approval**

When a community association fails to approve the designated purpose of its reserve funds, the consequence is that any proposal for an alternative use of those funds necessitates a majority approval from the members of the association. This requirement ensures that any diversion from the intended purpose of the reserves is subject to the collective decision-making process, reinforcing accountability and transparency within the community. Reserve funds are generally established for specific capital expenditures or repairs, ensuring that the association can maintain the property and fulfill its obligations without unexpected financial strain. By requiring majority approval for alternative uses, the governance framework maintains the integrity of the reserve funds and their intended role in providing financial stability for planned community projects. Thus, any deviation from the approved use must be justified and agreed upon by the members, ensuring that all stakeholders have a say in the management of the community's finances and resources.

5. What type of proxy is used to establish quorum in a condominium or cooperative?

- A. Limited Proxy**
- B. General Proxy**
- C. Special Proxy**
- D. Voting Proxy**

A general proxy is utilized to establish quorum in a condominium or cooperative setting because it grants the proxy holder broad authority to represent the interests of the person granting the proxy, without specific limitations. This type of proxy allows the holder to vote on any issue that comes before the association, making it particularly useful for ensuring that enough owners are represented to meet the quorum requirements during meetings. By allowing any matter to be addressed under a general proxy, it increases the likelihood of having enough votes cast to achieve quorum, which is essential for conducting official business and making decisions within the association. In contrast, limited proxies only allow voting on specific issues, which might not be sufficient to establish quorum if those specific issues do not attract enough participation. Special and voting proxies do not typically hold the same broad authority as general proxies in this context.

6. Which of the following is a reason a ballot might be disqualified?

- A. The outer envelope is not signed**
- B. The inner envelope contains two ballots**
- C. Both A and B**
- D. None of the above**

Disqualification of a ballot often occurs to maintain the integrity and accuracy of the voting process within a community association. A ballot could be disqualified for several reasons, particularly if it does not adhere to the established voting protocols. When it comes to the specific reasons mentioned, not signing the outer envelope is a significant issue. The signature is often required to authenticate the vote and ensure that only authorized individuals are casting ballots. Without a signature, it's impossible to verify the identity of the voter, which could lead to the potential for fraud or mishandling. Additionally, if the inner envelope contains two ballots, this multiplicity can cause confusion in the vote tallying process. Each member is typically entitled to one vote, and including two ballots could compromise the clarity and accuracy of the results. This is especially important in community associations that rely on clear, definitive outcomes to make governance decisions. Both of these scenarios demonstrate a clear deviation from the required ballot submission standards, contributing to the rationale for disqualification. Thus, it's evident that both reasons presented are legitimate grounds for disqualifying a ballot in this context.

7. Can an association take away a member's right to access their own unit or parking?

- A. Yes, always**
- B. No, they may not**
- C. Only if voted by the board**
- D. Yes, but only temporarily**

The correct answer is that an association may not take away a member's right to access their own unit or parking. This principle is rooted in members' fundamental rights related to their property ownership. Owners have legal rights to their individual units, and these rights include the ability to access their property without unjust restrictions. Community associations are governed by a set of rules and regulations known as covenants, conditions, and restrictions (CC&Rs). While associations have the authority to enforce rules that promote safety and community welfare, they cannot violate the basic property rights of individual members. Access to one's own unit should generally remain unfettered unless there are significant issues, such as legal matters involving foreclosure, health and safety concerns, or emergency situations that justify limitations. In this context, options suggesting that an association can take away access, whether permanently, conditionally, or temporarily, misinterpret the legal limitations on an association's authority in relation to an owner's rights. Therefore, members retain access to their units and parking at all times, barring exceptional circumstances that are legally justified.

8. What characterizes the legal structure of a community association?

- A. It is always the same across all communities**
- B. It is governed by diverse structures and specific documents**
- C. It is primarily dictated by state law**
- D. It is based on a national set of guidelines**

The legal structure of a community association is characterized by governance through diverse structures and specific documents. Each community association operates under unique governing documents such as bylaws, declarations, covenants, conditions, and restrictions (CC&Rs). These documents outline the rules, responsibilities, and rights of the association and its members, allowing for tailored governance that reflects the specific needs, values, and preferences of that particular community. Variations can arise from factors such as community size, type of development (condominiums, homeowner associations, etc.), and the preferences of the members. This flexibility means that no two community associations will have the same legal structure, as their governance is shaped by local considerations and the specific agreements made by the members. While state laws do play a crucial role in regulating community associations—setting minimum requirements and procedures for their operation—the diversity of community documents is a defining characteristic that stems from the autonomy associations have in developing their rules and structures. Therefore, the emphasis on unique documents and governance structures showcases the adaptability and customization inherent in community associations.

9. What is the required notice period for a meeting where the board will be elected?

- A. 30 Days**
- B. 45 Days**
- C. 60 Days**
- D. 90 Days**

The correct answer is that a notice period of 60 days is required for a meeting where the board will be elected. This timeframe ensures that all members of the community association have adequate time to prepare for the meeting, which is crucial for meaningful engagement and participation in the election process. A 60-day notice allows members not only to be informed about the meeting but also to review any materials related to the candidates or issues to be discussed, fostering an informed voting process. This notice period is established by laws governing community associations in Florida, designed to promote transparency and provide enough time for association members to engage in democratic practices. In addition, it helps prevent last-minute surprises and encourages higher turnout for the election, which is vital for representing the community's interests effectively. The other options reflect timeframes that are not aligned with the statutory requirements governing notice for board elections in community associations.

10. Spas and wading pools are exempt from which of the following requirements?

- A. Water quality testing**
- B. Life-saving apparatus**
- C. Regular maintenance inspections**
- D. Facility cleanliness standards**

Spas and wading pools are exempt from the requirement of having life-saving apparatus. This exemption typically stems from the recognition that these types of water features are used primarily for relaxation and leisure rather than for swimming. Due to their smaller size and the nature of their usage, they may not inherently present the same level of risk as larger swimming pools, where the potential for accidents and the need for quick rescue operations is higher. While water quality testing, regular maintenance inspections, and facility cleanliness standards apply to ensure user safety and health, the specific requirement for life-saving apparatus may be waived. This allows for a more proportionate approach to safety regulations based on the nature of the water feature and its intended use. Understanding this context is crucial for community association managers as they navigate compliance and safety protocols.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://floridacommunityassociationmanager.examzify.com>

We wish you the very best on your exam journey. You've got this!