

Georgia Community Association Manager (CAM) License 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

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1. What does CAM stand for in the context of real estate in Georgia?
 - A. Community Assessment Manager
 - B. Community Association Manager
 - C. Commercial Asset Manager
 - D. Community Advisory Manager

2. What triggers the calling of a special meeting in a community association?
 - A. A random drawing of members
 - B. The need for a specific purpose that arises between annual meetings
 - C. A yearly evaluation of community projects
 - D. The end of a fiscal year

3. What document is required to sell real property?
 - A. Lease Agreement
 - B. Bill of Sale
 - C. Deed
 - D. Purchase Agreement

4. What are the primary responsibilities of the Board of Directors in a community association?
 - A. To manage financial audits only
 - B. To oversee day-to-day operations, protect assets, and create budgets
 - C. To delegate all tasks to property management
 - D. To enforce rules and regulations sporadically

5. What does it mean if a proxy is considered "directed"?
 - A. The holder must vote according to the giver's instructions
 - B. The proxy expires immediately after the meeting
 - C. The proxy can be used only once
 - D. The proxy holder only receives partial voting rights

6. What is a primary feature of cash basis accounting that differentiates it from accrual accounting?
- A. Recognition of expenses only when invoiced
 - B. Income is recognized only when cash is received
 - C. Focus on long-term financial projections
 - D. Requires formal approval before recognizing any income
7. Who among the following does NOT require a license to provide CAM services?
- A. Developer employees working part-time
 - B. A licensed attorney
 - C. A full-time HOA employee
 - D. A Certified Public Accountant (CPA)
8. What is defined as the minimum number of people required to conduct official business in a meeting?
- A. Majority
 - B. Quorum
 - C. Consensus
 - D. Formality
9. What is the term length for officers in a community association, unless specified otherwise in bylaws?
- A. Two years
 - B. One year
 - C. Indefinitely
 - D. Six months
10. Who is referred to as the grantor in a real estate transaction?
- A. The buyer of the property
 - B. The person receiving the property
 - C. The seller or giver of the property
 - D. The real estate agent managing the sale

Answers

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

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Explanations

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1. What does CAM stand for in the context of real estate in Georgia?

- A. Community Assessment Manager
- B. Community Association Manager
- C. Commercial Asset Manager
- D. Community Advisory Manager

In the context of real estate in Georgia, CAM stands for Community Association Manager. This designation is crucial as it refers to a professional who manages various community associations, such as homeowners associations (HOAs), condominium associations, and cooperatives. These managers handle daily operations, maintenance, and administrative tasks related to the community, ensuring that it runs smoothly and effectively while also adhering to state laws and regulations governing community associations. The role of a Community Association Manager is significant because they serve as the liaison between the association's board of directors and the residents. They are responsible for enforcing the community rules, managing the budget, overseeing contractors, and handling resident concerns. Therefore, understanding this term is essential for anyone pursuing a career in community management or seeking to navigate the real estate landscape in Georgia effectively. Other options, while they might sound plausible, do not reflect the specific role and responsibilities associated with community management in real estate.

2. What triggers the calling of a special meeting in a community association?

- A. A random drawing of members
- B. The need for a specific purpose that arises between annual meetings
- C. A yearly evaluation of community projects
- D. The end of a fiscal year

A special meeting in a community association is called when there is a need for discussion or action on a specific matter that cannot wait until the next scheduled annual meeting. This situation often arises due to unforeseen circumstances or urgent issues requiring immediate attention or member input. The ability to convene a special meeting ensures that members can address important matters promptly, keeping the community informed and involved in decision-making processes. In contrast, other options provided do not typically necessitate the calling of a special meeting. Random drawings of members, yearly evaluations of community projects, and the end of a fiscal year usually fall within the regular operations or scheduled meetings of a community association and do not signify an immediate need for a special gathering. Thus, specific purposes that arise between annual meetings are the driving factor that legitimizes the urgency and necessity of organizing a special meeting.

3. What document is required to sell real property?

- A. Lease Agreement
- B. Bill of Sale
- C. Deed
- D. Purchase Agreement

The sale of real property is completed through the transfer of ownership from the seller to the buyer, which is formalized by a legal document known as a deed. A deed serves as the written instrument that conveys the title of the real estate from one party to another and is essential for the legal transfer of ownership. In this context, the deed includes important details such as the description of the property, the names of the parties involved, and any other pertinent legal information necessary to establish ownership. Once executed and delivered, the deed becomes a public record that indicates who legally owns the property. Other documents mentioned, such as a purchase agreement, while important in the transaction process, primarily outline the terms of the sale, such as price and conditions, rather than effecting the transfer of ownership itself. A lease agreement is related to renting a property, and a bill of sale typically applies to personal property, not real estate. Thus, the deed is the requisite document specifically required for the sale of real property.

4. What are the primary responsibilities of the Board of Directors in a community association?

- A. To manage financial audits only
- B. To oversee day-to-day operations, protect assets, and create budgets
- C. To delegate all tasks to property management
- D. To enforce rules and regulations sporadically

The primary responsibilities of the Board of Directors in a community association encompass overseeing day-to-day operations, protecting the community's assets, and creating budgets. This multifaceted role involves making strategic decisions that impact the community's well-being and financial health. The Board is responsible for ensuring that the community runs smoothly by overseeing various aspects such as maintenance, governing policies, and member relationships. Protecting assets means ensuring that the community's physical and financial resources are well-managed and safeguarded against misuse or neglect. Budget creation is critical, as it involves planning for future expenses, setting assessments for homeowners, and allocating resources in a way that supports the community's needs and goals. In contrast, managing financial audits alone is a limited scope of responsibility that does not capture the breadth of the Board's duties. Delegating all tasks to property management would undermine the Board's role in governance and accountability, as they are ultimately responsible for the community's direction and success. Enforcing rules and regulations sporadically would not fulfill the Board's obligation to maintain order and uphold community standards effectively. Consistency in enforcement is essential for fostering a respectful and orderly community environment. Thus, the comprehensive and active engagement of the Board in these areas is vital for the effective functioning of a community association.

5. What does it mean if a proxy is considered "directed"?

- A. The holder must vote according to the giver's instructions
- B. The proxy expires immediately after the meeting
- C. The proxy can be used only once
- D. The proxy holder only receives partial voting rights

A directed proxy means that the individual who holds the proxy is obligated to vote in accordance with the instructions provided by the person who granted the proxy. This ensures that the wishes of the proxy giver are followed precisely during the voting process. In many community association meetings, proxy votes are used to ensure that all members can express their vote even if they cannot attend the meeting in person. When a proxy is directed, it signifies that the member has specific preferences on how their vote should be cast, reinforcing accountability and adherence to the member's expressed desires. The other selections describe different circumstances regarding proxies but do not align with the definition of a directed proxy. For example, while a proxy can indeed expire after a meeting, that does not pertain specifically to whether it is directed or not. Similarly, the concept of a proxy being usable only once or the holder receiving partial voting rights also does not apply to the definition of a directed proxy.

6. What is a primary feature of cash basis accounting that differentiates it from accrual accounting?

- A. Recognition of expenses only when invoiced
- B. Income is recognized only when cash is received
- C. Focus on long-term financial projections
- D. Requires formal approval before recognizing any income

The primary feature of cash basis accounting that sets it apart from accrual accounting is that income is recognized only when cash is actually received. This method of accounting tracks cash flow directly, meaning that transactions are recorded at the time money changes hands. For example, if a service is provided but payment is received later, under cash basis accounting, the income is not recognized until the payment is received. This approach contrasts with accrual accounting, which recognizes income when it is earned, regardless of whether cash has been exchanged. Cash basis accounting is simpler and often preferred by small businesses or individuals who need to manage their cash flow closely, as it provides a clear picture of actual cash on hand. Other features associated with cash basis accounting include not recognizing certain expenses until they are paid, rather than when they are invoiced, and a focus more on immediate cash flow than on long-term financial projections. Additionally, cash basis accounting does not require formal approval processes for income recognition, making it more flexible in terms of when transactions are recorded.

7. Who among the following does NOT require a license to provide CAM services?

A. Developer employees working part-time

B. A licensed attorney

C. A full-time HOA employee

D. A Certified Public Accountant (CPA)

The correct answer is that developer employees working part-time do not require a license to provide Community Association Management (CAM) services. In Georgia, certain individuals are exempt from the licensing requirements if they are acting within the scope of their employment. Developer employees, when working part-time and specifically in relation to the management of the community, fit into this exemption because their activities are typically considered part of their responsibilities to the developer rather than as independent management services. In contrast, individuals such as licensed attorneys or Certified Public Accountants (CPAs) are professionals whose primary roles involve legal or financial advice, and they meet specific licensing requirements necessary for their fields. A full-time HOA employee would require licensing because their role typically involves directly managing community associations and serving the community on a full-time basis, which necessitates a CAM license to ensure compliance with state regulations. Understanding the exemption for part-time developer employees helps clarify the broader regulatory landscape where certain roles do not contribute to community management in the same manner that licensed individuals do, thus highlighting the specific situations where licensing is required.

8. What is defined as the minimum number of people required to conduct official business in a meeting?

A. Majority

B. Quorum

C. Consensus

D. Formality

The term that refers to the minimum number of members required to be present in order to conduct official business during a meeting is "quorum." This concept is critical in organizational governance since it ensures that decisions made are representative of the whole group rather than a small, possibly unrepresentative subset. In many organizations, bylaws will specify what constitutes a quorum, which can vary depending on the specific rules set forth by that organization. Having a quorum is essential for legitimizing actions taken during meetings, ensuring that decisions have the backing of a significant portion of the membership. Without a quorum, a meeting cannot officially proceed with its agenda or take binding votes. The other terms mentioned do not fit this specific definition: "majority" pertains to more than half of those present or voting, "consensus" refers to a general agreement among group members, and "formality" relates to the procedures or rules governing meetings rather than the number of people required to hold a meeting.

9. What is the term length for officers in a community association, unless specified otherwise in bylaws?

- A. Two years
- B. One year
- C. Indefinitely
- D. Six months

The term length for officers in a community association is generally one year unless otherwise specified in the association's bylaws. This standard is established to ensure that there is regular turnover and that different individuals have the opportunity to serve in leadership roles, which can enhance governance and community participation. A one-year term allows for stability while also providing a mechanism for accountability and fresh ideas, contributing to the overall health of the community association. Bylaws can provide for different terms depending on the needs and preferences of the community, but the one-year term is a common default to encourage active involvement from members and to allow associations to adapt to changing circumstances or leadership styles.

10. Who is referred to as the grantor in a real estate transaction?

- A. The buyer of the property
- B. The person receiving the property
- C. The seller or giver of the property
- D. The real estate agent managing the sale

In a real estate transaction, the grantor is defined as the individual or entity that transfers ownership of the property to another party. This typically refers to the seller, who is conveying the property to the buyer. The grantor is responsible for signing the deed that legally transfers the property title, making this role essential within the transaction process. Understanding this terminology is crucial for anyone involved in real estate, as it establishes the basis for property rights and ownership transfer. The other roles mentioned, such as the buyer or the agent, do not fulfill the definition of a grantor, as they are not the parties relinquishing ownership of the property. The buyer is indeed the recipient of the property, and the agent acts on behalf of either party but does not directly participate in the ownership transfer.

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://georgiacamlicense.examzify.com>

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

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