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 Managements

CAM CE Categories
CAM Initial License Period Flowchart
CAM License Renewal Process Flowchart
DBPR Self-Reporting Web Site
Exhibit 2.1 CAM UPL Chart
Exhibit 2.2 Disciplinary Actions
Exhibit 2.3 DBPR Exam Content
Florida Statute Web Site
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. Web Site
Florida Statute Web Site
Sunbiz.org

Chapter 4 - Association Documents

Exhibit 4.1. Primary Legal Documents
Florida Statute Web Site
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. Web Site

FDOH Monthly Swimming Pool Report (Form DH 921)
FEMA Web Site
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
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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

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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 Web Site
Glossary

CHAPTER 13 - MOBILE HOMES

Chapter 13 - Mobile Homes

CHAPTER 14 - MEMBERSHIP MEETINGS AND ELECTIONS

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Exhibit 14.3 Sample General Proxy
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Exhibit 14.7 Sample Election Ballot and Instructions
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Florida Statute Web Site
CHAPTER 15 - BOARD OF DIRECTORS

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Exhibit 15.4 Florida Not For Profit Corporation Act
Exhibit 15.5 Recall Agreement
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Exhibit 15.7 Recall Petition

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CHAPTER 17 - BUDGETING

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Exhibit 17.4 Sample Estimate Reserve Budget
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Exhibit 17.7 Sample Assessments - Current Year Budget
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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.
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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