

# Manual for Condo Boards

(Revised 11-10 -22)

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## **INTRODUCTION**

This manual is intended as an informative guide for the Board of Directors and Officers of each Association, to offer instruction about proper procedures and requirements and to assist them in making wise Board decisions. It is general and summary in nature and is not meant to be binding or to be intended as specific legal advice. Please check the wording of your Documents regarding each topic and please consult a lawyer when a legal opinion is needed.

The information here follows the general principles set forth in the Florida Condominium Act Chapter 718, Florida General Corporation Act Chapter 607, Florida Statute for Corporations Not-for-Profit Chapter 617, and Florida Real

Estate Act Chapter 715. Realize that the principles of law cited herein are subject to amendment and change from time to time.

**References: F.S. = Florida Statutes, F.A.C. = Florida Administrative Code**

## **I. Board Member Requirements**

**A. Your Responsibility as A Board Member:** Board Members are responsible to effectively **enforce the Documents, repair & maintain** the condominium property, & regulate the use of common elements & limited common elements. *(F.S. 718.111 (3), 718.303(1))*

Board Members must review **proposed sales & transfers** & advise new Owners of financial responsibilities & use restrictions. They must keep the roster of unit owners up-to-date. They must maintain minutes of member meetings & Board meetings for at least 7 years. *(F.S. 718.503 (2), 718.111 (12) (a)(b))*

Board members must avoid **conflicts of interest** & are mandated to fully disclose any relationship that involves their personal business activities & the business of the Association *(F.S. 718.3027 (1))*

Board members must secure building **insurance**, must adopt a yearly **budget**, & must hold an **Annual Meeting with elections**. They must file an annual Florida **Corporate Report, U.S. Tax Return, & DBPR Financial Report** & must make available an Annual **Financial Statement**. A Housing for Older Persons **Census** must also be updated every 2 years. They must comply with local requirements for Fire & Elevator Inspections.

**B. Board Certification:** New Board Members should be certified within 90 days of taking office. Certification classes are offered through COOCVE & other sources. The certificate is good as long as you consistently remain on the Board. However, it is advisable to attend classes in future years because laws change and different topics are offered. Board members cannot be excused from improper action on the grounds of ignorance or inexperience. *(F. S. 718.112 (2) (d) (4) (b), 617.0830 (2) (b))*

**C. Board Member Removal:** If a Board member is over 90 days delinquent in payments to the Association, he/she is automatically removed from the Board and is ineligible to run for the Board while still delinquent. He/she may also be removed from the Board if guilty of embezzlement, taking kickbacks, or failing to disclose a conflict of interest. *(F. S. 718.112 (2)(d)(n), 718.111(1)(a), 718.501(1)(d)4)*

**D. Board Member Liability:** If a Board member discharges his/her duties in good faith, he/she is immune from personal liability (even if bad decisions are made). However, if it is proven that he/she stole, got kickbacks,

singled out individuals in order to do them harm, or disregarded safety, he/she can be personally liable and will not be covered by a building's liability insurance. Note: that includes ignoring a dangerous condition instead of addressing it. (*F. S. 617.0830*)

E. Board Member Voting: Board Members may **not** vote by proxy at a Board Meeting. To vote they must be present at the Board Meeting in person, by telephone, or by video conference. Although Board members may use e-mail to communicate with each other between meetings, they may not vote or make decisions on any matter by e-mail. *718.112(2)(c) F.S.*

F. Keeping Records: A record of all meetings of the Board must be kept in written form or in a form that is capable of being converted to a written form. The minutes of the membership meetings, meetings of the Board, and most other records of the Association must be maintained for a minimum period of 7 years. *F.S. 718.11 (a) & (b)*

G. Filling a Vacancy: When a vacancy arises on the Board between meetings of the membership the remaining members may select a new member by appointment to fill the unexpired term, unless the Bylaws of the Association provide otherwise. *61B-23.0021 (13) F.A. C.*

Vacancies on the Board, other than those created by recall, may be filled by the remaining members even if the remaining members are less than a majority of the full Board. This appointment should take place at a scheduled Board Meeting. *617.0809 F.S., 718.112(2)(d)9 F.S.*

The term of a Board Member appointed to fill a vacancy will continue until the next meeting of the membership, when a replacement member to the Board can be elected. If the unexpired term of a member is longer than one (1) year, the appointed member will serve for the balance of the unexpired term unless the Association Bylaws specifically provide otherwise. *718.112(2) (d) 9 F.S.*

H. Number of Members: The number of members on the Board of Administration is usually fixed in the Bylaws or in the Articles of Incorporation of the Association. If not established, then the Board shall consist of five (5) members. If the condominium has five (5) or fewer units, the Board may consist of as few as three (3) members. *718.112(2)(a) F.S.*

I. Meeting Notices: There are two types of notices which must be given before a proper meeting of the Board can be held. The first is for the individual Members of the Board: at least two (2) days prior to the

meeting. The second type of notice is for Association Members (Owners): notice must be conspicuously posted on the property at least 48 hours in advance of the meeting. The notice must identify the agenda items for the meeting. *718.112(3)(c)2 and 3 F.S.*

## II. Budgets

- A. Budget Workshops. Schedule workshops for the Board to construct next year's budget. Look at Reserve Funds and the time remaining for them to be fully budgeted. If costs have risen, the yearly contribution may have to be increased. Investigate possible increases in maintenance contracts for the following year (elevator repair, management company, insurance, etc.). Determine any projects the Board may want to undertake and how much should be allotted (i.e. Document Re-Write, or Landscaping projects). Evaluate current budget and actual expenses to see if any cuts can be made for next year (i.e. new lighting installed may lower electric bill, unnecessary fire alarm contract). See Resources on p. 14 for link to a free self-training manual on budgets & reserve schedules.
- B. Budget Adoption Meeting: Schedule a Board Meeting to adopt the new Budget. Written notice and copies of the proposed annual budget must be mailed, hand delivered, or electronically transmitted to each Owner at least **14 days before the meeting**. The Budget may be adopted by a vote of the membership or by a vote of the Board. (*F. S. 718.112*). It's a good idea to go over the budget at the Annual Meeting so that Owners may ask questions and the Board may clarify changes from previous years.
- C. Reserve Funds: Reserve Funds are "funds that are restricted as to their use and set aside by the Association." They must be set up for roof, painting and paving, and for any other item whose deferred maintenance expense or replacement cost exceeds \$10,000. They are partially funded each year of their expected life span, so that the fund will be complete when the item needs to be replaced. You may conduct a **Reserve Study** to determine if each account is adequately funded. (*F. S. 718.112(2) (f) 2*)
- D. Waiver of Reserves: When the budget is presented to the Owners, the Reserve Accounts must be fully funded. If the Board wants to reduce fees and not fund or only partially fund the Reserves, then it must get a majority vote of the membership at a meeting with a quorum. The vote must be taken for each year in which the budget does not fully fund the Reserves. Owners must then sign a waiver to acknowledge that they may be liable for payment of unanticipated special assessments regarding the items that have not been fully funded. (*F. S. 718.112(2) (f) 2 and 4*). Note:

Since the passage of SB 4-D in July, 2022, Boards are now required to fully fund all structural items in the Reserve Fund.

E. Use of Debit Cards: It is illegal to use a debit card issued in the name of the Association. (*F. S. 718.111(15)*)

### **III. Communications between the Board and Owners**

A. Building Web-Site: Do you or your Property Manager have a web-site for your building?

B. Newsletters: E-mailed Newsletters are helpful to update Owners on bug spraying, hurricane preparations, upcoming meetings, etc. Use them to supplement bulletin board notices.

C. Unit Owner Directories: Although much personal information about unit Owners is confidential and cannot be released without permission, community directories are permitted. They may include names, unit number, mailing address, and telephone number. With written approval they may include e-mail address and emergency contact information. (*F. S. 718.111(12)(c)5*)

D. E-Mail Permission Forms: If an Owner signs a permission form to receive official notices and business by e-mail, all correspondence may be sent by e-mail, except the Second Notice of Annual Meeting that contains ballots and envelopes for the Board election. Another exception is Notice for a Special Budget Meeting when the proposed budget is greater than 115% of the previous year's budget. (Note: the Board must shift from email to traditional mailing if attempts to send communication via email have failed 2 consecutive times.) (F.A.C.)

E. Resolving Problems: If Owners & Board members can't resolve problems between yourselves, contact your Area Chair to set up a meeting. Contact COOCVE to help find mediation for disputes that can't be easily resolved.

### **IV. COOCVE**

A. What is COOCVE: The letters stand for Condominium Owners Organization of Century Village East, which was founded in 1976. COOCVE serves to educate and assist. It works to advance, promote and protect the rights and interests of the 253 member associations and of the unit owners thereof, to improve their well-being and living conditions. It hosts

candidate forums and elections for Master Management and CenClub, workshops and seminars, Board Certification classes, Presidents Forums.

- B. COOCVE's Purpose: It disseminates, publishes, educates, and informs unit owners in member associations on matters of common interest. It consults with and cooperates with building associations and management entities toward the solution of common problems and achievement of common objectives.
- C. COOCVE Directors: Every member association building within CVE is entitled to elect the following number of COOCVE Directors: 1 Director for 16-24 unit buildings, 3 Directors for 56-64 unit buildings, 4 Directors for 72-80 unit buildings and 5 Directors for 96 unit buildings. Associations should submit the Officers and Directors form annually to COOCVE, naming the current Directors and Alternates and their contact information.
- D. Officers and Directors Form: This form should be completed by each Condo Association after the Annual Meeting and the election of the new Condo Board and COOCVE Directors. A fillable form is available on the coocve.com website. The form, signed and sealed, should be turned into the COOCVE office or the Master Management office. A copy should be e-mailed to [Coocve@coocve.com](mailto:Coocve@coocve.com). The form is used to notify Board members and Directors about COOCVE meetings, workshops and events, and to compile a list of Board Presidents and Officers. It also should be **posted in the building** for Owners to view.

## V. Insurance

- A. Wind Mitigation Report: The Board needs to get this report, which is valid for 5 years. Owners may ask for the report when purchasing individual unit insurance.
- B. Deductibles: The Association may have a choice between 3%-5% hurricane deductible. That % is based on the total value of the building and is not a dollar amount as one has on individual home owner's insurance. Thus, a high rise whose value is \$8 million, would have a deductible of \$240,000 at 2% and \$400,000 at 5%. Discuss how much risk your building can afford to take. The total of all reserves should cover that deductible
- C. Law & Ordinance Coverage: The state says that a building should be appraised every 3 years to determine the amount that should be provided for in the Property Damage Replacement Cost Coverage. Because new codes require an upgrade to certain items when replaced (i.e. hurricane



resistant windows and doors), the coverage might not be enough. It's important to have Law & Ordinance Coverage which adds extra coverage for those type items.

- D. Liability: It is wise to purchase a liability policy that protects Board Members, in case of law suits against the Board, and a policy that insures the Association against fraud.
- E. Elevation Report: This shows what flood zone you are located in and if you're required to purchase building flood insurance. You can pay for an updated report, or you may go on the Broward FEMA Flood Map site below, which will let you see your zone  
<http://bcgis.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=0b1b5ffc6f8440f9ab23d688bb79f063>

## VI. Interviewing Prospective Buyers

- A. Questionnaire/ Interrogatory: Your Management company will have a Questionnaire to give Prospective Buyers. Your Board can revise that, or create your own. The questionnaire will give you the Buyer's current and past addresses and contact information, emergency contacts, references, number of occupants, intention to be a full or part-time resident, properties or rental units they own, if they plan to have a service or emotional support animal, etc.
- B. Application Fee: The Board or Property Manager should get from the Prospective Buyers: a \$100 application fee per person (or married couple) for a background check, a financial report, and FICA score. The Board must also make sure the title company has an estoppel report showing any liens on the condo and any back fees owed the Association. Your Property Management Company will secure these reports.
- C. Meet & Greet Interview: Conduct an interview with the Buyers, either in person or by video or conference call. Ask questions to clarify information in the Questionnaire or to address concerns you have about them. Offer helpful information (i.e. how to get their I.D. cards, how to let the moving van into the village, how to find their storage unit, trash pick-up and recycling information). Many Associations develop a **Welcome Packet** to give their new residents. Examples are on the coocve.com website. COOCVE has also developed a Welcome Packet for general information about living in CVE.
- D. Building Rules: Give Buyers a copy of the rules and have them sign that they understand and will follow them.

E. Ability to Reject an Applicant: The Board does not have to approve every application. You may not be able to stop a title transfer in some cases, but you do have the authority to reject residency.

The reasons for rejection must be spelled out in your Documents and based on cause. Examples would be a prior history of foreclosure or eviction, not being 55 years or older, prior felony or id as a sexual predator, prior history of unruly behavior. A specific minimum credit score could be cause. (That cause is much easier to defend than "poor credit rating"). The Board's decision must be made solely on the paperwork. The Fair Housing Act forbids rejecting on the basis of race, handicaps, religion, etc.

If the requested Support Animal is a nuisance at the interview, that may also be grounds for rejection. (Consult your lawyer.) Your building application or questionnaire may also state that lying on those documents can be cause for rejection.

F. Mortgages: Discuss the maximum percent of the purchase price you will allow, and whether your Board will allow reverse mortgages. This should be supported by your Documents. Some Boards require an escrow be set up to cover Association fees in case of default.

G. Certificate of Approval: Before issuing a Certificate of Approval (COA) that allows a closing sale to take place, review the reports and the questionnaire. If you have concerns about the Buyers' answers or their ability to pay, you may ask for more information, or may ask for a year's fees paid in advance to an escrow account. (Consult your attorney about what is allowed.)

## **VII. Licensed Contractors / Permits**

A. Deposits: Boards may require Owners to give a construction deposit before their contractor may begin work. This ensures that any damage (to any common areas, including elevators, storage rooms, stairs, catwalks, etc.) are repaired, debris is hauled away and not deposited in building garbage bins, and messes are cleaned up.

B. Handy Men: are often cheaper and easier for a Board to schedule than licensed contractors. However, if a job is not completed right, or a fire or other type of damage results from faulty work, or there is an accident and

the worker is injured, the building insurance may not cover damages or injuries without the license.

- C. Permits: Contractors are legally required to obtain and display a City of Deerfield Beach permit before beginning work. That includes installing air conditioners, hot water tanks, toilets, showers and tubs, refrigerator water lines, circuit panel upgrades, and all electrical wiring. Contact the City of Deerfield Beach Building Department (305) 300-0364 to see what permits are required and to get the forms and the fee schedule.  
<http://www.deerfield-beach.com/1012/Building-Applications-Forms-Permits>
- D. Contractor Survey: See Coocve.com website for a list of contractors who have worked in CVE and their ratings.
- E. Dishonest Contractors: Owners should insist on seeing the contractor's license. They should not have to have to pay too much up front and should not make final payments until work is finished and the permit is closed out. If final inspections are not satisfactorily completed, the owner could be subject to large fines.

If a contractor is working in the building with no permit displayed in the window, or has not completed work properly, contact **Code Enforcement** in the City of Deerfield Beach as soon as possible. **Jade Robinson** is the Code Compliance Inspector. 150 NE 2<sup>nd</sup> Ave, Deerfield Beach, FL 33441. (p) 561-566-3392

## VIII. Meeting Notices & Records

- A. Board of Directors Meetings: Notices must be posted conspicuously on condo property, **48 hours prior** for Board of Directors Meetings. A notice to Board Members must be given at least **2 days prior** to the meeting. (*F.S.718.112 (2) (c) 1*)
- B. Annual Meetings, Special Assessments Meetings, Rules & Budget Meetings: Notices must be posted and also be delivered by mail or electronically transmitted **14 days prior** for Board of Directors to consider Rules Regarding Unit Use, Special Assessments, and for Annual Meetings, and Budget Meetings. A copy of the proposed annual budget shall be mailed to Unit Owners with the notice for the meeting at which the budget will be considered. (*F. S. 718.112 (2)1*)
- C. Elections: Notices must be posted and delivered by mail or electronically transmitted **60 days prior** for 1<sup>st</sup> notice of election, and between **14 -**

**34 days prior** for 2<sup>nd</sup> notice of election. A quorum is required to conduct business but not to hold an election, as long as at least 20% of the eligible voters cast a ballot. (*F.S. 718.112 (2) (d) 4*)

- D. Meeting in Private: A meeting of a quorum of Board members constitutes a Board Meeting. Meetings must always be noticed and open to all Owners except: when meeting with the attorney regarding litigation and legal advice, and when discussing personnel matters. (*F. S. 718.112 (2) (c) 3*)
- E. Association Records: Official records must be held for 7 years. Minutes must be kept forever. Official records are open to inspection by unit Owners. (*F.S. 718.112 (12) (a)(b)*)

## IX. Building Rules

- A. Posting Rules: The Board can make rules that highlight or expand on regulations found in the Documents. Rules cannot contradict provisions of the Declaration. These rules should be posted conspicuously on condo property.
- B. Examples of Rules: Rules may apply to visitors in owners' absence, security deposits for contractors working in the building, smoking regulations, condo sitter requirements, use of guest parking spaces, etc. Rules can also highlight helpful information, for example: the requirement that visitors must be accompanied by an Owner and must show a driver's license to enter the clubhouse, the schedule for bulk trash pick-up and rules for recycling, the procedure to obtain guest passes.
- C. Violations/Fining Committee: If an Owner violates building rules, a fine of up to \$100 per day, up to a maximum \$1,000 may be levied. The Owner has the right to appeal the fine to a **Fining (or Grievance) Committee**, made up of Owners who are not Board Members or who do not reside with a Board Member. The committee either upholds or denies the Board decision. It cannot offer a compromise. This committee should be established ahead of time. (*F.S. 718.1255 & 718.303 (3)*)
- D. Service Animals / Emotional Support Animals: Service Animals are trained in manners, obedience, and performing tasks. They are trained and tested for 3 years and then tested every 3 years they remain in service. Emotional Support Animals (ESAs) are not required to be trained or tested.

Condominium Housing providers must accommodate both service animals and emotional support animals. (*Americans with Disabilities Act, Sect. 508*). Condominium Boards **are not allowed** to restrict the breed or weight/size of the animal, or to require a pet deposit or damage deposit. (*Florida Senate Bill #1084 passed in 2020 reinforces the rights of pet owners.*)

Boards should create **Rules and an Application** form for service and emotional support animals. (See examples on coocve.com website.)

Boards **are allowed** to require a medical professional to indicate that there is a medical need and that the animal accommodates this need, and to require vaccination and county registration. Boards **can remove an animal** if it creates a nuisance, such as loud or continuous barking, soiling common areas, unruly behavior, unleashed or uncontrolled in common areas, damage to common area property, or aggressive behavior. (Consult your lawyer about how to document these nuisance complaints.)

## X. Amendments /Voting

- A. "As Amended from Time to Time": It is important to have this phrase in your Documents: "The Association is organized in accordance with provisions of Florida Statutes Chapter 617 (Corporations Not-For-Profit) and Chapter 718 (the Condominium Act), each as amended from time to time." If you do not have that language, your Documents may not support laws that have been passed since the Documents were written.
- B. Amendments to the Documents: A proposed Amendment must be ratified by the Board before it is presented to the Owners for a vote. Voting on an Amendment by the Owners must take place at a Special Membership Meeting. Owners must receive at least **14 days' notice** (by e-mail or regular mail), and a notice must be posted in the Building at least 14 days in advance. See your Documents to determine what constitutes a Quorum to allow a vote to be taken at that meeting, and to determine what percent of the vote is required for the Amendment to pass. If the Documents do not specify, then the quorum will be 50% + 1 of the total Membership (Owners), and the vote required will be 2/3 of the total Membership. If the Amendment passes, make sure it is recorded in the Broward County Public Records (*F.S. 718.110 and 718.112*)
- C. Material Alterations: "Maintenance & Repairs" refer to existing items in the Association property (i.e. fixing roof leaks, power washing walkways, repairing fire extinguishers, repaving the parking lot, etc.) "Material Alterations" are additions and changes to Common Elements. (i.e. changing the color of the building, removing part of a lawn to create a new

flower bed; making a patio, etc.) **Common Elements** are “the portion of the condominium property that is not included in the units.” Common Elements are owned jointly by all unit owners. Unless your Condo Documents specify otherwise, material changes require a vote of 75% of the total voting interests of the Association. (*F. S. 718.113 (2) (a) (b) and (c)*)

D. Voting Certificates are needed if there is more than one Owner of a unit even if they are married. All Owners of the Unit must sign to designate one Owner as the official “voter” for that Unit. These Certificates can be kept on file for future votes. Owners can change them at any time by filing a new Certificate. (*F.A.C. 61B-23.002*)

E. Suspension of Voting Rights: The Association may suspend the voting rights of a unit owner who owes the Association more than \$1,000 and is more than 90 days delinquent. If suspended, that unit does not count in the total used to determine the quorum or minimum vote required. (*F. S. 718.303*)

## **XI. Government Forms Required**

A. Frequently Asked Questions & Answers Sheet: This informs prospective Owners concerning their voting rights, their financial obligations, the liabilities of the Association and the restrictions governing the use of the units. The sheet must be maintained and updated by the Condominium Association. (*F. A. C., Ch. 61B-23.002 (7) (a), Rule 61B-17.001*)

B. Census Form/ Housing for Older Persons: A community claiming senior adult status is required to register with the Florida Commission on Human Relations. 4075 Esplanade Way, Rm. 100, Tallahassee, FL 32399-7020. (850) 488-7082. The Census Form is required to be updated every two years and kept with building records or you could lose status as Housing for Older Persons. The Fair Housing Amendments Act of 1988 prohibits discrimination based upon age unless occupancy is restricted to 55 years of age or older and at least 80% of the units are occupied by at least one person 55 years of age or older. (Note: This is a safety measure, to keep a younger spouse from being evicted upon an Owner’s death, and does not mean it is advisable to authorize a percentage of younger Owners.) (*F.S. 760.29(4) (e)*)

Go to <https://fchr.myflorida.com/fchr55andolderhousing> to check your status as a 55+ community. See: Directory of Housing for Older Persons.

- C. U.S. Income Tax Return for Homeowners Associations Form 1120-H: Condominium associations in CVE are “corporations not-for-profit”. They are neither tax-exempt nor exempt from filing of an annual tax return.
- D. Annual Corporate Report: An annual report must be filed with the Florida Division of Corporations between Jan. 1 – July 1. It lists the corporate name, federal tax id. number, names and addresses of Board Members and Officers, the name and address of the Registered Agent (attorney) and the name and address of the Property Manager. A filing fee is required, payable to the Florida Department of State. Failure to file this report results in the dissolution of the corporation. (F. S. 617.1622)
- E. Financial Report to the DBPR: Each Association, as a Corporation, must provide an annual report containing the names of all financial institutions with which it maintains accounts. An annual fee is required based on the number of residential units the Association operates (\$4.00 per unit). The fee, payable to Department of Business & Professional Regulation (DBPR), Division of Florida Land Sales, is due on January 1.
- Any association member may obtain a copy of that annual report from the DBPR upon written request. (F.S. 718.71 and 718.501(2)(a))
- F. Annual Financial Statement: Within 90 days after the end of the fiscal year, the Association must prepare (or contract for the preparation of) a financial report for the preceding fiscal year. Within 21 days after the final financial report is completed, but not later than 120 days after the end of the fiscal year, the Association must mail, e-mail, or hand deliver to each Owner, a copy of the report or a notice that a copy of the report will be delivered upon written request (F.S. 718.111(13))
- G. Compilation Report: Condos whose revenue exceeds \$150,000 per year must have a report prepared to compile the financial statements of the Association. This may cost \$900 or more. (F.S. 718.111 (13)(b))

## **XII. Resources for Help**

- A. COOCVE is available to hear your questions and direct you to the right agency or committee for help. The COOCVE office is located off the across from LeClub and Master Management. Hours are 9:30– 12:00 am, Monday –Wednesday. You may leave messages on the answering machine, or in an e-mail. [coocve@coocve.com](mailto:coocve@coocve.com). (954) 596-0775. There is a COOCVE Mailbox outside the building.

- B. Florida Department of Building & Professional Regulation (DBPR): 1400 W. Commercial Blvd, Ft. Lauderdale, 33309. (954) 202-3900. State of Florida Customer Contact Center:(850) 487-1395. Refer to the DBPR for rules of arbitration and recall procedures. They can provide an ombudsman to help resolve disputes if you apply for a mediator. If you file a complaint about questionable financial dealings, they can review your building's finances and investigate. You can make a request for public records. *F.A.C. Sect. 61B*
- C. Prolicense Florida: An education provider approved by the DBPR and the Florida Real Estate Commission. Under "Resources: Forms" are forms, templates & samples for Condo Association and Community Association Managers (CAMS). Included are budget & reserve schedules and a free Self-Training Manual.
- D. Code Enforcement: To report violations (i.e. illegal dumping, contractors working without a permit, etc.) call Jade Robinson (561) 566-3392 To check on the status of a permit: <https://apps.gov-easy.com/Home/Main/Welcome?clientId=dce877e0-e162-4827-a60d-7249ec4e8fe2>
- E. State of Florida Office of the Condominium Ombudsman: Educational Publications for Condo Unit Owners, Officers and Directors of Condo Associations. 1940 North Monroe St., Tallahassee, FL 32399-1008. (954) 202-3234, (850) 922-7671. Customer Contact Center (850) 487-1395. To report Unlicensed Activity (866) 532-1440. [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)
- F. Condominium Act, Florida Statute Chapter 718  
[www.flsenate.gov/laws/statutes](http://www.flsenate.gov/laws/statutes)  
To view Florida Statutes: [www.leg.state.fl.us/Welcome/index.cfm](http://www.leg.state.fl.us/Welcome/index.cfm)  
To request Florida Statutes and pamphlets, (850) 488-1122
- G. The Condominium Concept: A Practical Guide for Officers, Owners, Attorneys and Directors of Florida Condominiums, by Peter Dunbar. This book condenses Chapter 718 laws and has a useful index. It is available on Amazon. A new edition was published in 2022.
- H. www.Sunbiz.org: A web site for Florida companies run by Florida Department of State, Division of Corporations. It is the State's central point for trade and service mark registrations, lien filings, financial statements and notary registrations, etc. You can use it to see who owns a business and what other businesses they own. You can see if they have a license. You can find your Association's Annual Corporate Report.



- I. [www.BrowardRecords.org](http://www.BrowardRecords.org): Find your building documents and amendments, and property tax records.  
[OfficialRecords.Broward.org/AcclaimWeb/search/Disclaimer?st=/AcclaimWeb/search/Search-TypeName](http://OfficialRecords.Broward.org/AcclaimWeb/search/Disclaimer?st=/AcclaimWeb/search/Search-TypeName)
- J. Florida Power & Light / Usage Tax Exemption: Condos may apply to have their sales taxes refunded on power used by the Building Common Elements.
- K. [www.CVE Reporter.com](http://www.CVEReporter.com): The website of the Reporter newspaper. Current and past issues are available, with minutes of Master Management, CenClub, and COOCVE meetings.
- L. [www.KeepingCVEbeautiful.com](http://www.KeepingCVEbeautiful.com) and [CenturyVillageEast.com](http://CenturyVillageEast.com): The official web sites for Master Management
- M. [www.CenClub.com](http://www.CenClub.com): The website for CenClub which manages CVE's recreational properties and for entertainment at the clubhouse
- N. Channel 98: Recordings are available of Master Management, CenClub and COOCVE Meetings and COOCVE Area Chairs meetings
- O. Broward County Hurricane Preparedness Guide: Website that has a Hurricane Evacuation map, a Shelter Kit Checklist, information about a Special Needs Shelter and about Transportation, phone numbers for the Hurricane Helpline and other emergencies, etc.  
[www.broward.org/Hurricane/Pages/Default.aspx](http://www.broward.org/Hurricane/Pages/Default.aspx)
- P. **Free Educational Classes and Webinars** are offered by COOCVE and:
- Campbell Property Management (954) 427-8770  
[www.campbellpropertymanagement.com/blog/events/](http://www.campbellpropertymanagement.com/blog/events/)
  - Eisinger Law (954) 894-800 [www.eisingerlaw.com](http://www.eisingerlaw.com)
  - Glazer & Sachs (877)850-8585 [www.condocrazeandhoas.com](http://www.condocrazeandhoas.com) .  
CondoCraze & HOAS radio show, 11:00 am Sundays on 850 WFTL or on the internet at [www.850wftl.com](http://www.850wftl.com)
  - Jennifer Cuhna Law Office (561) 231-0640  
[jennifer@jennifercuhnalawoffice.com](mailto:jennifer@jennifercuhnalawoffice.com)
  - Katzman Chandler (954) 486-7774 [www.katzmanchandler.com](http://www.katzmanchandler.com)
  - Kay Bender Rembaum (954) 928-0680 [www.kbrlegal.com](http://www.kbrlegal.com)
  - Rosebaum PLLC (561) 653-2900 [www.rosenbaumpllc.com](http://www.rosenbaumpllc.com)
  - Eisinger Law (954) 894-800 [www.eisingerlaw.com](http://www.eisingerlaw.com)

### **XIII. Handy Phone Numbers**

<b>Broward Sheriff Emergency</b>	911
Broward Sheriff Non-Emergency	954-764-4357
<b>Deerfield Fire Rescue Emergency</b>	911
Deerfield Fire Rescue Non-Emergency	954-480-4340
<b>CVE Security:</b>	
Gate House Voice Mail & Auto Entry	954-421-2556
24-Hr. Emergency Person	954-421-3552
Office (Mon-Fri 8 am - 4 pm)	954-421-5566 ext.161
<b>CVE Master Management</b>	954-421-5566
<b>COOCVE (Condominium Owners Assoc of CVE)</b>	954-596-0775
<b>CenClub Recreation Offices:</b>	
Administration Office	954-428-6892 ext. 1
Athletic Office (Mon-Fri 6 am- 2 pm)	954-428-6892 ext. 6
Class Office (Mon-Fri 9 am - 5 pm)	954-428-6892 ext. 4
ID Office (M-F 9 am-4:30 pm, W 9 am-7 pm)	954-428-6892 ext. 3
Staff Office (Mon-Sun 8 am - 11 pm)	954-428-6892 ext. 2
Ticket Office (Mon-Fri 9 am - 4:30 pm)	954-428-6892 ext. 5
Entertainment Information	954-428-6892 ext. 7
International Library	954-428-6892 ext. 8
CVE Library	954-428-6892 ext. 9
<b>CVE Reporter (open to the public by appt. only)</b>	954-708-2816
<b>Medical Center - UniMed</b>	954-426-1000
<b>MD Now Urgent Care Center (Mon-Sun 8 am - 8 pm)</b>	954-428-3880
<b>Utilities:</b>	
Florida Power & Light (only to report/check status of an outage)	800-468-8243
Comcast Bulk Service	866-405-9365
<b>Elderly Services:</b>	
Aging & Disability Resource Center (Broward)	954-745-9779
Elder Abuse	800-962-2873
Meals on Wheels	954-731-8770
Center for Active Aging (formerly Focal Point)	954-480-4449
Veteran Services	954-357-6622
<b>Service Contract Providers:</b>	
East Coast Maintenance & Management	954-428-7015
Seacrest Services	888-928-6465
Wright Management, LLC	954-349-8777

ECM Service	954-772-0972
Pride Air Conditioning	954-977-7433
<b>Transportation:</b>	
Broward Transportation	954-357-8400
First Transit - CVE Mini Bus (Master Management)	954-421-5566
TOPS (Paratransit Service)	954-357-6794
<b>Century Plaza Library - Leon Slatin Branch</b> (M-F 10 am - 6 pm)	954-357-7740
<b>Old Florida Cafe</b> (Mon-Sun 8 am - 2 pm)	954-708-2423
<b>Deerfield Beach - City Hall</b>	954-480-4200

## XIV. Jobs of The President -- Checklist for Newbies

- A. Annual Reports Filed: Make sure that Property Manager or Association Treasurer / Accountant filed the reports and paid any fees due.
1. U.S. Income Tax Form 1120-H -- Must be filed by April deadline
  2. Annual Financial Report to the DBPR -- As a Corporation your report must contain the names of all financial institutions with which you maintain accounts. An annual fee is required based on the number of units in the building. Due January 1.
  3. Annual Corporate Report -- The report must be filed with the Florida Division of Corporations between Jan. 1 – July 1. It lists your corporate name, federal tax id number, names and addresses of Board Members and Officers, the name and address of the Registered Agent (attorney) and the name and address of your Property Manager. A filing fee is required, payable to the Florida Dept. of State. Failure to file this report results in the dissolution of the corporation.
  4. Annual Financial Statement -- This is prepared by the Association Treasurer or Accountant. Not later than 120 days after the end of the fiscal year it must be mailed, e-mailed, or hand delivered to each Owner (or a notice that a copy will be delivered upon written request.)
  5. Compilation Report -- If Association revenue exceeds \$150,000 per year, you (or your accountant) must prepare a report to compile the financial statements. This affects most high-rise buildings.

B. Additional Fees, Contracts and Registrations:

1. Insurance Premiums – meet with Agent to review coverages
2. Association Lawyer - if yearly retainer is due
3. Sunbiz.org – Register new Board. **Is there a fee?**
4. Management Company Contract – if time to renew
5. Landscaping Contract – if separate from Management Company contract
6. Roofing Repair Contract – if applicable
7. Elevator Repair Contract – if applicable
8. Laundry Machine Contract – if applicable

### C. Other Financial Information

1. Evaluation of Property – Have it done every 3 years for insurance. Monthly financials – Treasurer (or President) gets from property manager. If anyone past due or has late fees, contact them and try to assist to make sure all taken care of.
2. Bank Assets -- Check monthly statements. (The bank keeps a record for 7 years -but you can print monthly).
3. Budget Adoption Meeting - Prepare Board Workshops to develop a budget for the next year. Check with insurance agent and property manager and contractors for proposed increases.

### D. Inspections and Testing

#### 1. Fire Alarm/Extinguishers

- a. Annual - must do Fire alarm testing in every apartment- Board member goes door to door with technician with master key. Repair /replace if necessary.
- b. Fire Extinguishers: Extinguisher company comes automatically every few months to check extinguishers on catwalks. All extinguisher **boxes must** be labeled. If the label missing from fire extinguisher, it has to be replaced.
- c. Annual Fire Alarm Inspection by the Fire Department. This is usually scheduled by the Property Manager

#### 2. Roof and Gutter

- a. Roof Inspection with roof company. **Do in February or Spring.** Make repairs if necessary. Send copy to your insurance agent. Ask for picture from roof company before and after.
- b. Gutter Inspection once a year (for Garden Buildings) - also prior to hurricane season. Pests

#### 3. Termite Inspection – have if needed.

#### 4. Rat Traps – are often set in larger buildings. These need to be monitored

### E. Building Maintenance

1. Fertilize lawn & shrubs (February - best time of year)  
You may contract this with landscaper
2. Seal Walkways once a year or when needed
3. Power Pressure Wash (or professionally cleaned if warranty requires) the walkways when too dirty (and the building patio of there is one)
4. Laundry Equipment -- check from time to time. call for repair when necessary.
5. Elevator & Elevator Room – Check frequently and call for repairs when necessary.

6. Vacuum Building A/C Drain Lines – Usually once a year (before hurricane season). Unit owners are fully responsible for their a/c and usually pay a company for servicing.
7. Drain Stacks -- Highrise buildings have stacks that need to be cleaned out periodically
8. Pest Control -- once a year for entire building. Board member goes door to door with technician - lower baseboard spraying -
9. Trim/Prune Trees-- 1 or 2 months prior Hurricane - with professional licensed arborist
10. Paint Parking Lines and Bumpers – Paint every 2 years (May be comp thru management). Replace bumpers if broken.
11. Paint Front doors Every 2 Years (may be comp thru management company). In between Board may pay to have doors washed once a year..

F. Other

1. Annual Meeting -- Set date, location, and agenda. Make sure notices are properly sent out for meeting and elections.
2. Census Report -- must be kept, listing all Owners/ Renters and their ages (or just an indication by each that one that they are 55+ or not.) This must be kept with official records and must be available to show applicants / Real Estate agents if requested.
3. Frequently Asked Questions Sheet -- must be completed each year and kept with official records.
4. Officer & Director Sheet – complete after Annual Meeting and Board Elections. Post a copy in the Building, give a copy to Management company, and send original to COOCVE.

**Checklist:** Keep a list of all items and check off when completed.

Item	Date	Cost			