


# Florida's Community Association Managers



In Florida, a licensed community association manager is a person hired to manage a community association with more than 10 units or have an annual budget in excess of \$100,000.00. Community association management can be applicable to mobile home parks, planned unit developments, homeowners associations, cooperatives, timeshares, condominiums, or other residential units, which are part of a residential development scheme and which are authorized to impose a fee that may become a lien on the parcel. A community association manager license is not applicable to the management of apartment buildings, commercial property or single-family dwellings. There is no state license for a property manager.

A community association management firm is also required to be licensed. A community association management firm may be a corporation, limited liability company, partnership, trust, association, sole proprietorship, or other similar organization engaging in the business of community association management.

A community association's board of directors is not required to hire a licensed community association manager. The board of directors as a whole is the entity responsible for operating and managing the community association. The board members and officers can perform management services without hiring an outside manager and without obtaining a license, provided they receive no compensation for these services.

Community association managers may control or disburse association funds; determine how or when to prepare budgets or other financial documents for an association; determine how or when to provide notice of meetings or to conduct association meetings; maintain and/or have authorization to spend association petty cash; coordinate maintenance for the residential development; and perform other day-to-day services involved with the operation of a community association. A community association manager must allow access to association records for the purpose of inspecting or photocopying, to a person entitled to such by law (Rule 61E14-2.001(6), F.A.C.).



## Licensure Requirements

>> A community association manager's license is required when the community association manager receives compensation for services, and the association or associations served contain more than 10 units or have an annual budget in excess of \$100,000.00.

>> A community association manager applicant must be at least 18 years of age; file a complete application, submit electronic fingerprints taken through the designated Department's vendor; complete 18 hours of council approved pre-licensure education; pay the appropriate fees; be of good moral character; and pass the state examination.

>> A person may not hold themselves out to the public as being able to manage a community association unless he or she is licensed by the department.

>> The licenses of community association managers expire every two years on September 30th of even numbered years. The licenses of community management firms expire every two years on September 30th of odd numbered years.



## The Regulatory Council of Community Association Managers

The Regulatory Council of Community Association Managers consists of seven members appointed by the Governor and confirmed by the Senate. Five members of the council are licensed community association managers, one of whom is a timeshare manager. The remaining two members are residents of the State of Florida, who have never been connected with the business of community association management. Each licensed manager on the council must be licensed for at least five years to serve on the council.

Council members are appointed to serve a term of four years or until their successors are appointed.

Their duties relate to the licensure examination, continuing education requirements, continuing education providers, fees and professional practice standards and to assist the Department of Business and Professional Regulation relative to the Community Association Manager profession.

### Responsibilities of the Council

- >> The council receives input regarding issues of concern with respect to community association management and recommendations for changes in applicable laws.
- >> In addition, the Regulatory Council of Community Association Managers reviews, evaluates and advises the Division of Professions concerning revisions and adoption of rules affecting community association management.
- >> The council makes recommendations regarding the education programs offered by the division.
- >> The council holds quarterly meetings in person and via conference call. The agenda and minutes for council meetings are posted on the council's website at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com).

### Statutes and rules that govern community association management:

Chapter 468, Part VIII, *Florida Statutes* and Rule 61-20 and 61-E14, *Florida Administrative Code*.

### For more information:

Community association managers and firms may view the status of their licenses, continuing education and any related complaints at [www.myfloridalicense.com](http://www.myfloridalicense.com)

For more information call the Customer Contact Center at (850) 487-1395.

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1940 N. Monroe St.  
Tallahassee, Florida 32399

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Florida Department of  
**Business & Professional  
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**REGULATORY COUNCIL OF  
COMMUNITY ASSOCIATION  
MANAGERS**

