



ASSOCIATION MANAGEMENT SERVICES, LLC

OUR MISSION

*To be the local leader
in association management
by providing the highest level of service
to all of our associations and their members.*

Quarterly Newsletter - Issue 19, December 2025

BOARD CERTIFICATION - IMPORTANT REQUIREMENTS

Did you know that the State of Florida requires board members of homeowners associations (HOAs) and condominium/cooperative associations (COAs) to complete specific board certification courses? These courses ensure that board members understand their legal duties and responsibilities under Florida law. Below are the key requirements for each type of association.

HOA Board Members

- Newly elected or appointed directors must complete a **state-approved educational course within 90 days** of taking office (Florida Statute §720.3033(1)).
- Directors elected or appointed before **July 1, 2024** have up to **four years** (if serving continuously) to complete the curriculum.
- Certificates remain valid for **four years** of continuous service and must then be renewed.
- Ongoing education:
 - HOAs with **fewer than 2,500 parcels** – at least **four hours** annually.
 - HOAs with **2,500 or more parcels** – at least **eight hours** annually.

COA Board Members

- Newly elected or appointed directors must complete a **four-hour certification course within 90 days** (if elected/appointed on or after July 1, 2024).
- Those elected or appointed **before July 1, 2024** must have complied by **June 30, 2025**.
- Certificates remain valid for **seven years** of continuous service before renewal is required.
- Ongoing education: at least **one hour annually** on updates to statutes or administrative rules.

Approved Course Providers

All certification courses must be approved by the **Florida Department of Business and Professional Regulation (DBPR)**, Division of Condominiums, Timeshares, and Mobile Homes (CTMH).

- [DBPR Approved Provider List](#)

As a Board Member, staying informed and certified helps ensure communities are managed effectively and in compliance with Florida law. If you have questions, please reach out to your AMS CAM for more information.

ESTOPPEL REQUESTS OR CONDO QUESTIONNAIRES?

**Do you have Estoppel Requests/
Condominium Questionnaires?**

If so, please contact Brittney Pekas at the AMS office at brittney@camams.com.

PHONE AND EMAIL PROTOCOL

We pride ourselves on being responsive, including following up when someone leaves a voicemail or sends us an email. The following is our phone and email protocol:

- All calls and emails will be returned within 24-48 hours of receipt.
- If a request is received on a holiday or weekend, response times may be slightly longer.
- Board members will receive priority responses.

If you don't already know the extension of the party you are wishing to speak to, you can easily listen for their extension on our recording and dial it at any time. Please ensure you leave us a voicemail with how to reach you so we can return your call.

FOLLOW US ONLINE

At AMS, we pride ourselves on being a resource for the community and our members. If you'd like more information like you see in our newsletter, follow us on [Facebook](#) or [LinkedIn](#).

You can also view our blog on our website, using [this link](#).

FLORIDA STATUTES AND REGULATIONS

Have you ever wanted additional information about Florida Statutes and regulations for homeowners associations, condo associations, and cooperatives?

In addition to visiting with your assigned CAM or our office, you can visit the Florida Department of Business & Professional Regulation online.

Here is a link to their website, where you can search various topics: <https://www2.myfloridalicense.com>



AMS HOLIDAY HOURS

In observance of the holiday season, AMS will be closed on December 24, 25, and 26, as well as December 31 and January 1. Our team will reopen and resume normal operations on January 2.

Thank you, and we wish you a wonderful holiday season and a Happy New Year.



Merry Christmas and a Happy New Year!

Warmest Christmas and New Year wishes from AMS! As we look back on the decades we've had the privilege of serving our communities, we're filled with gratitude and pride. Thank you for being part of our story. We're excited for all that the new year will bring.



SUPPORTING YOUR COMMUNITY

We take pride in employing licensed Community Association Managers (CAMs) who are all Florida certified. Florida Statutes require managers to be certified due to the legal restrictions and the differences between HOA, COA, and Cooperatives. Therefore, knowledge of the appropriate statutes is imperative to effectively manage associations. Our communities and their Board of Directors can rely on our licensed CAMs to supply them with knowledgeable and professional assistance.

