

Manual for Condo Boards

(Revised 1-8-25)

TABLE OF CONTENTS

I.	Board Member Requirements	p. 4-5
	A. Your Responsibility as A Board Member	
	B. Board Certification	
	C. Board Member Removal	
	D. Board Member Liability	
	E. Board Member Voting	
	F. Keeping Records	
	G. Filling A Vacancy	
	H. Number of Members	
	I. Meeting Notices	
II.	Budgets	p. 6-7
	A. Budget Workshops	
	B. Budget Adoption Meeting	
	C. Reserve Funds	
	D. Waiver of Reserves	
	E. Use of Debit Cards	
III.	Communications between Board and Owners	p. 7-8
	A. Building Website	
	B. Newsletters	
	C. E-Mail Permission Forms	
	D. Problems	
IV.	COOCVE	p. 8
	A. What is COOCVE?	
	B. COOCVE's Purpose	
	C. COOCVE Directors	
	D. Officers and Directors Form	
V.	Insurance	p. 9
	A. Wind Mitigation Report	
	B. Deductibles	
	C. Law & Ordinance Coverage	
	D. Liability Policy	
	E. Elevation Report	

VI.	Interviewing Prospective Buyers	p. 9-10
	A. Questionnaire	
	B. Application Fee	
	C. Interview	
	D. Building Rules	
	E. Ability to Reject an Applicant	
	F. Mortgages	
	G. Certificate of Occupancy	
VII.	Licensed Contractors / Permits	p. 11-12
	A. Deposits	
	B. Handy Men	
	C. Permits	
	D. Contractor Survey	
	E. Dishonest Contractors	
VIII.	Meeting Notices & Records	p. 12
	A. Board of Directors Meetings	
	B. Annual Meetings, Special Meetings	
	C. Elections	
	D. Meeting in Private	
	E. Association Records	
IX.	Building Rules	p. 12-13
	A. Posting Rules	
	B. Examples of Rules	
	C. Violations / Fining Committee	
	D. Service Animals / Emotional Support Animals	
X.	Amendments / Voting	p. 13-14
	A. "As Amended from Time to Time"	
	B. Amendments to the Documents	
	C. Material Changes	
	D. Voting Certificates	
	E. Suspension of Voting Rights	
XI.	Government Forms Required	p. 14-16
	A. BOI Report – Corporate Transparency Act	
	B. Frequently Asked Question & Answer Sheet	

- C. Census Form / Housing for Older Persons
- D. U.S. Income Tax Return
- E. Annual Corporate Report
- F. Financial Report to the Dept. of Building & Professional Regulations
- G. Annual Financial Statement
- H. Compilation Report

XII. **Resources for Help** p. 16-18

- A. COOCVE
- B. Florida Dept. of Building & Professional Regulations (DBPR)
- C. Prolicense Florida
- D. Code Enforcement
- E. State of Florida Office of the Condominium Ombudsman
- F. Condominium Act, Florida Statute Chapter 718
- G. The Condominium Concept: A Practical Guide
- H. Sunbiz
- I. Broward County Records
- J. Florida Power & Light / Usage Tax Exemption
- K. CVE Reporter
- L. Master Management Websites
- M. CenClub Websit
- N. Channel 98
- O. Broward County Hurricane Preparedness Guide
- P. **Educational Classes for Condo Board Members**

XIII. **Handy Phone Numbers** p. 18-19

XIV. **Appendix : Government Forms**p. 20-26

- A. Condominium Association Board Member Certification Form
- B. Instructions for Voting Certificate
- C. Voting Certificate
- D. Frequently Question & Answer Sheet
- E. Election Flow Chart

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 do the following:

1. secure building **insurance**
2. adopt a yearly **budget**
3. hold an **Annual Meeting with elections.**
4. hold an **open board meeting at least once each quarter.**
5. maintain the **Frequently Asked Questions and Answers Sheet.** (*F.S. 718.111(12)(d)*)
6. file an annual Florida **Corporate Report, U.S. Tax Return, & DBPR Financial Report**
7. make available an **Annual Financial Statement.**
8. update the Housing for Older Persons **Census.**
9. comply with local requirements for **Fire & Elevator Inspections.**

B. Board Certification: New Board Members must certify in writing to the secretary of the association that they have read the condo documents, will uphold them, and will faithfully discharge their fiduciary responsibilities. (*F.S. 718.112 (2)(d)4.b*). New Board Members must take an approved 4-hour certification course within 90 days of taking office, or they will be suspended. A 1-hour refresher class must be taken each succeeding year.

Classes are offered through the DBPR and local attorneys. The certificate must be maintained by the board secretary for 7 years and is good as long as the member consistently remains on the Board. 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. It must be adopted at least 14 days before the start of the association's fiscal year. (*F. S. 718.112*). It's a good idea to review 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, primary structural components, fire protection systems, plumbing, electrical systems, exterior painting, paving, common elements doors and windows, and for any other item whose deferred maintenance expense or replacement cost exceeds \$10,000. (F. S. 718.112(2)(f)2) 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. Associations with 3 or more stories must have a **Structural Integrity Reserve Study** at least every 10 years to determine if each account is adequately funded. (F. S. 718.112(2) (g)1).

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 (present or by proxy) 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. Associations **with 3 or more stories are not permitted to waive** mandatory reserves for a budget adopted on or after Dec. 31, 2024. (F. S. 718.112(2) (f) 2 and 4).

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))

F.

III. Communications between the Board and Owners

A. Building Web-Site: Effective as of Jan. 1, 2026, condo associations with 25 or more units are required to maintain a website where digital copies of all meeting notices, association records and other specified documents must be posted. (F.S. 718.111 (12)(g)1b).

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 assistance 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 the 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 their Officers and Directors form annually to COOCVE, naming the current Directors and their contact information.
- D. Officers and Directors Form: This form should be completed by each Condo Association or its property management company 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 should be submitted to coocve@coocve.com or the COOCVE office. 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 4%-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 \$10 million, would have a deductible of \$500,000 at 5%. Discuss how much risk your building can afford to take.
- 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 for owners in the building to have Law & Ordinance Coverage in their private insurance which adds extra coverage for those type items and can also help offset the building's costs in a major claim.
- 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 their own. The questionnaire will give your board 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 \$125 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** or **Owners Manual** 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 which is available both at the COOCVE Office and on the coocve.com website.
- 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 for rejection. (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.
- 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 to cover Association fees in case of default. (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. 150 NE 2nd 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 1st notice of election, and between **14 - 34 days prior** for 2nd 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. 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. Owners may appeal the decision. Check regulations for timing of notices and process for meetings. (*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": (*Kaufman language*) 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, it must be 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. DBPR Board Member Certification Form : (*See Appendix for form*)

Condominium Directors appointed or elected after July 1, 2024 must complete an educational curriculum that is at least 4 hours long within 90 days of taking office. They also must sign a form saying they have read the Associations Documents and will work to uphold them. This form must be filed with the Association's Secretary or the Director is suspended until such time as it is filed. (*F.S.718.112(2)(d)4.b.*)

B. BOI Report – Corporate Transparency Act: An initial Report must be filed by June 30, 2025 for Corporations in Broward County. In subsequent years the due date is January 1. Updates must be filed within 30 days of any change in the information reported. Reports are sent to the Financial Crimes Enforcement Network (FinCEN), a bureau of the U.S. Treasury.

FinCEN ID: Each Board Member should obtain a FinCen ID at <https://fincenid.fincen.gov>. Click the Sign-In or Create Account button. Click the LOGIN.GOV button.

After Board Members have created their own FinCEN IDs, the IDs are used to complete the BOI Report. The Report may be filed the Property Manager or by a member of the Board at <https://www.fincengov/boi> or at <https://boiefiling.fincen.gov/boir/html>

C. Frequently Asked Questions & Answers Sheet: (*See copy in Appendix*)

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*)

D. 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 should 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 yrs of age or older and at least 80% of the units are occupied by at least one

person 55 yrs 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.

E. 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.

F. 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)

G. 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))

H. 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))

I. Compilation Report & Review: Associations whose annual receipts are between \$150,000-\$300,000 per year must have a report prepared to "compile" the financial statements of the Association. Associations whose annual receipts are between \$300,000 - \$500,000 per year must have a "review" . (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 am – 2:00 pm, Mon. –Thurs. You may leave messages on the answering machine, or in an e-mail. coocve@coocve.com. (954) 596-0775. The office is open to visitors on Wednesday & Thursdays. 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. Code Enforcement: To report violations (i.e. illegal dumping, contractors working without a permit, etc.) call (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>
- D. 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
- E. Condominium Act, Florida Statute Chapter 718
www.flsenate.gov/laws/statutes
To view Florida Statutes: www.leg.state.fl.us/Welcome/index.cfm
To request Florida Statutes and pamphlets, (850) 488-1122
- F. 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 17th edition was published in 2024.
- G. 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.

- H. www.BrowardRecords.org: Find your building documents and amendments, and property tax records.
OfficialRecords.Broward.org/AcclaimWeb/search/Disclaimer?st=/AcclaimWeb/search/Search-TypeName
- I. [Florida Power & Light / Usage Tax Exemption](#): Condos may apply to have their sales taxes refunded on power used by the Building Common Elements.
- J. www.CVEReporter.com: The website of the Reporter newspaper. Current and past issues are available, with minutes of Master Management, CenClub, and COOCVE meetings.
- K. www.KeepingCVEbeautiful.com and CenturyVillageEast.com: The official web sites for Master Management.
- L. www.CenClub.com: The website for CenClub which manages CVE's recreational properties and for entertainment at the clubhouse. It also includes various applications and forms for ID approval, service and comfort animals, etc.
- M. [Channel 98](#): Recordings are available of Master Management, CenClub and COOCVE Meetings and COOCVE Area Chairs meetings
- N. [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
- O. **Free Educational Classes and Webinars** are offered by COOCVE and:
- Campbell Property Management (954) 427-8770
www.campbellpropertymanagement.com/blog/events/
 - Eisinger Law (954) 894-800 www.eisingerlaw.com
 - Glazer & Sachs (877)850-8585 www.condocrazeandhoas.com .
CondoCraze & HOAS radio show, 11:00 am Sundays on 850 WFTL or on the internet at www.850wftl.com
 - Jennifer Cuhna Law Office (561) 231-0640
jennifer@jennifercuhnalawoffice.com
 - Katzman Chandler (954) 486-7774 www.katzmanchandler.com

- Rosenbaum PLLC (561) 653-2900 www.rosenbaumpllc.com
- KBR Calendar Seminars, events and appearances. (954) 928-0680 <https://kbrlegal.com/event-calendar/>
- KBR In the News <https://kbrlegal.com/in-the-news/>
- REMBAUM'S ASSOCIATION ROUNDUP | The Community Association Legal News You Can Use <https://rembaumsassociationroundup.com/>
- KBR's LEGAL MORSELS <https://kbrlegal.com/legal-morsels/>
- ACE (Association) Community Education <https://acebytsk.com/webinars>

XIII. Handy Phone Numbers

Broward Sheriff Emergency	911
Broward Sheriff Non-Emergency	954-764-4357
Deerfield Fire Rescue Emergency	911
Deerfield Fire Rescue Non-Emergency	954-480-4340
CVE Security:	
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
CVE Master Management	954-421-5566
COOCVE (Condominium Owners Assoc of CVE)	954-596-0775
CenClub Recreation Offices:	
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
CVE Reporter (open to the public by appt. only)	954-708-2816
Medical Center - UniMed	954-426-1000
MD Now Urgent Care Center (Mon-Sun 8 am - 8 pm)	954-428-3880
Utilities:	
Florida Power & Light (only to report/check status of an outage)	800-468-8243
Comcast Bulk Service	866-405-9365

Elderly Services:	
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
Service Contract Providers:	
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
Transportation:	
Broward Transportation	954-357-8400
First Transit - CVE Mini Bus (Master Management)	954-421-5566
TOPS (Paratransit Service)	954-357-6794
Century Plaza Library - Leon Slatin Branch (M-F 10 am - 6 pm)	954-357-7740
Century Diner (Mon-Sun 8 am - 3 pm)	954-708-2423
Deerfield Beach - City Hall	954-480-4200

XIV. Appendix : Government Forms

- A. Condominium Association Board Member Certification Form (Blank Form)
- B. Instructions for Completing Voting Certificate
- C. Voting Certificate
- D. F-A-Q Sample Form

Condominium Association Board Member Certification Form

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

DIVISION OF FLORIDA CONDOMINIUMS, TIMESHARES, AND MOBILE HOMES

I, _____, certify that I have read the association’s declaration of
(Print name of board member)
condominium, articles, of incorporation, bylaws, and current written policies and will work to uphold such
documents and policies to the best of my ability, and that I will faithfully discharge my fiduciary responsibility
to the association’s members.

(Print name of association)

Signed: _____

(Signature of board member)

Date: _____

- A board member certification form or a satisfactory completion of a Division Approved Education Curriculum is required by section 718.112(2)(d) 4.b., of Chapter 718, Florida Statutes.
- This form must be filed with the Association’s Secretary within 90 days of taking office.

INSTRUCTIONS FOR COMPLETING VOTING CERTIFICATE

The governing Documents of _____ **Condominium Association, Inc.**, contain a Voting Certificate requirement. As such, please note the following:

1. If a Unit is owned by more than one (1) person or a corporation, partnership or other legal entity, the Voting Certificate must be used to designate the one person who is entitled to cast the vote for the Unit. **All Unit Owners must sign the Certificate.**

2. This Certificate should be filed with the Secretary of the Condominium Association

3. It is highly recommended that the Voting Certificate be submitted **prior** to the _____ meeting to ensure that any vote cast by your unit will be permitted. Please complete the form and return it to the Oakridge F Board Secretary or First Service Residential, along with your completed proxy (if a proxy is needed.)

4. The Voting Certificate completed for this meeting will be kept on file and will remain effective until such time as it is revoked or superseded by the filing of a new Voting Certificate.

VOTING CERTIFICATE

CONDOMINIUM ASSOCIATION, INC.

THIS IS TO CERTIFY that the undersigned, constituting all record owner(s) of the property or the president or vice president of a corporate owned unit, or a partner of a partnership owned unit at

_____ (Fill-in property address.)

within _____ **CONDOMINIUM ASSOCIATION** have designated :

Print the Name of ONLY ONE Person

as their representative to cast all votes and to express all approvals that such may be entitled to cast or express at all meetings of the Membership of the Association and for all other purposes provided for within the Declaration, the Articles of Incorporation, and the Bylaws of the above mentioned Association. This Certificate is made pursuant to the Governing Documents of the Association and shall revoke all prior Voting Certificated, (if any), and shall be valid until revoked by a subsequent Voting Certificate.

ATTENTION

THIS

VOTING CERTIFICATE **MUST** BE SIGNED BY **ALL RECORD OWNERS OF THE UNIT OR AN APPROPRIATE OFFICER, PARTNER, OR MEMBER OF AN ENTITY OWNED UNIT.**

Signature of Owner, Officer

Printed Name Owner, Officer

Date Signed

Signature of Owner, Officer

Printed Name Owner, Officer

Date Signed

Attested to by: _____ (For Use By Corporations Only)
Secretary / Assistant Secretary

In the event that the Association is not in possession of a Voting Certificate signed by all owners of the property (except in the event that there is only one owner of record), the owner(s) will not be permitted to vote on any business brought before the membership including the election of directors.

Please be sure to complete this document and return it to the Association.

Frequently Asked Question and Answer Sheet

DBPR Form CO 6000-4

61B-17.001, F.A.C.

Effective: 10/01/2024

Required by State of Florida Statute 718.504

_____ As of _____
Name of Condominium Association *Date*

Q: What are my voting rights in the condominium association?

A:

Q: What restrictions exist in the condominium documents on my right to use my unit?

A:

Q: What restrictions exist in the condominium document on the leasing of my unit?

A:

Q: How much are my assessments to the condominium association for my unit type and when are they due?

A:

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A:

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A:

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A:

Q: Is the condominium created within a portion of a building or within a multiple parcel building?

A:

Note: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.

Election Flowchart

