



COOKE REAL ESTATE SCHOOL

16 Hour Community Association Manager (CAM)



Pre-license Course Outline for: Community Association Manager

Chapter 1 The Community Association Concept pg 4

This chapter explains the organizational structure, duties, responsibilities and obligations of Associations, its members, Board of Administration and manager.

Chapter 2 License Law pg 12

This chapter defines a Community Association, license requirements of a Community Association Manager and the Rules and authority of the Regulatory Council and the Department of Business and Professional Regulation.

Chapter 3 Business Law pg 18

This chapter describes the business entity and the creation, reporting and other general provisions governing a Florida corporation.

Chapter 4 Association Law pg 23

This chapter explains the governing statutes of community associations and the office of the Ombudsman and the functions of the Advisory Council.

Chapter 5 General Operations pg 43

This chapter focuses on the requirements for Association meetings, notices, elections and record keeping.

Chapter 6 Financial Management pg 88

This chapter instructs on the Association's authority and legal requirements for budgets, reserves, financial reports, statements, collections and liens.

Chapter 7 Asset Protection pg 107

This chapter reviews the legal requirements of Associations to protect assets and the types of insurance.

Chapter 8 Asset Preservation pg 118

This chapter describes the various aspects of asset management and statutory compliance with Florida laws governing public safety.

Chapter 9 Human Relations pg 127

This chapter explores the Federal and Florida laws regarding dealing with members, tenants and employees.