

# THE

# Condominium

# Concept

*A Practical  
Guide for  
Officers, Owners,  
Realtors, Attorneys,  
and Directors of  
Florida  
Condominiums*

**Fifteenth Edition 2017-18**

Peter M. Dunbar, Esq.

# Introduction

---

The purpose of *The Condominium Concept* is to provide a practical guide for officers and board members of residential condominiums. It is not designed as a legal treatise for lawyers. The manual will, however, refer frequently to provisions of the law helping its user understand the requirements that the law imposes on the operation of condominiums in Florida. Those familiar with prior editions of *The Condominium Concept* will find new references to the law presented in the footnotes of this edition, and the references include key decisions from Florida courts. This feature provides the foundation for the operational guidelines discussed in the book, and it will allow the reader the option to research further on points discussed here.

Condominiums are “creatures of statute.” The Florida Condominium Act governs their creation and their ongoing activities. The Act also addresses the rights of unit owners and the responsibilities of those who govern the condominium on their behalf. This fourteenth edition of the *Concept* includes the changes to the Florida Statutes through the 2014 legislative session.

It is estimated that more than 10 percent of the state’s population lives in a condominium governed by individuals selected from within the community and serving on a voluntary basis. The association is not like an advisory homeowners association and the authority and responsibility assumed by the volunteer officers is substantial and real. This manual is designed to assist them in understanding the responsibility they have assumed and to guide them in the exercise of the authority they have been given.

There are forms and sample documents to help association officials comply with the procedural requirements regulating their duties. There is a shorthand guide to the rules of parliamentary procedure and forms to assist in conducting association meetings. Finally, there are frequent references to sections and paragraphs of the *Florida Statutes* (F.S.) and the *Florida Administrative Code* (F.A.C.) to give foundation to the commentary and to direct the reader to other source material if there is need for more information.

*The Condominium Concept* will serve as a quick and easy reference source to answer many of the questions that confront officers

*Introduction xvii*

and board members. On other occasions it will point out the need for assistance from the association's attorney.

Condominium living is unique. It is designed to create a lifestyle where joint ownership of property promotes the common welfare. This manual is offered in support of that goal and the author hopes that each user will find it helpful and effective.



# **THE** Practical Guide *for operating a successful* **Florida Condominium Association**

**Annotated with more than 1,000 citations to  
appellate court decisions, the Florida Statutes,  
and the Florida Administrative Code**

Written in clear, concise language . . . an indispensable working tool  
for officers, directors, homeowners, managers, realtors, attorneys

- Includes 69 sample forms you can use ■
- Complete subject index ■

- The Condominium and the Condominium Documents
- The Condominium Act and the Law Governing Condominiums
- Membership Meetings – Practice and Procedures
- The Board of Administration and Meetings of the Board
- Officers and Committees
- Rules of Procedure – a Short-Hand Guide
- The Budget and Financial Reports
- Assessments – Levy and Collection
- Promulgating Rules, Amending the Documents and Modifying the Condominium Property
- The Association Authority and Responsibility
- Rights and Responsibilities of the Unit Owner
- The Condominium Developer and Transition
- Enforcing the Documents and Resolving Disputes
- Dispute Resolution and the Division of Florida Condominiums, Timeshares, and Mobile Homes



Pineapple Press, Inc.  
Sarasota, Florida

\$24.95

ISBN: 978-1683340096

52495



9 781683 340096