

Provider # 0005095  
Course # 9626125  
Three (3) CEU Hours In:  
HR or IFM  
Instructor  
Michael G. Zawaki

# Board To Tears

## Upon completion Community Association Managers will:

1. Comprehend the duties of the board of directors
2. Learn the process of membership meetings
3. Understand the rights & obligations of the boards of directors and officers
4. Learn to identify bidding requirements
5. Be able to understand the budgeting process
6. Understand reserves requirements and schedules
7. Review how an association may invest its funds
8. Grasp the concept of collections and lien process
9. Understand the rights & obligations of the boards of directors and officers
10. Be aware of how to prepare or cause to be prepared financial reports and statements

### **Board Member Certification 718.112(2)(d)3,b.,F.S.**

The timing and content of the candidate certification form has changed. Prior to July 1, 2010, a candidate for the board was required to certify in writing that he or she has read and understands, the governing documents of the association and the provisions of chapter 718 and the rules.

The law now provides that within 90 days after being elected or appointed to the board, the board member must certify that he or she has read and understands the governing documents and will faithfully discharge his or her fiduciary responsibility.

In lieu of this certification, a board member may submit certification of satisfactory completion of a division-approved condominium educational curriculum.

Failure to do either of these means that the director is suspended from service on the board until he or she complies. The board may temporarily fill the vacancy during the period of suspension. Associations must maintain the certificates for five years after the election.

**“Board To Tears” is a Board Member Certification Course** offered by **Presentation Dynamics, Inc.** Our company has been developing and presenting courses for over 20 years. Presentation Dynamics, Inc. is a State of Florida Licensed Provider PVD201 #0004726 for Continuing Education Courses (C.E.U) Course Development for Community Association Managers (C.A.M.’s) as well as for The Florida Bar, Licensed Provider, #02609963, of Continuing License Education Requirements C.L.E.R. for Attorneys.

“Board To Tears” is an instructor taught course that covers the following Topics:

- Budgets and Reserves
- Elections
- Financial Reporting
- Condominium Operations
- Records Maintenance, Including unit owner access to records
- Dispute Resolution
- Bids and Contracts
- Highlights of the new condominium laws that took effect on July of 2010.

Our courses are energetic, fast moving, “A+” rated by our attendees and are considered as “Learning Experiences”.

For more information on locations and dates or to register for one of our upcoming courses contact 954-592-2247  
[coach@presentationdynamics.info](mailto:coach@presentationdynamics.info) , [www.presentationdynamics.info](http://www.presentationdynamics.info)