

Provider # 0005095  
Course # 9627038  
Three (3) CEU Hours In:  
HR or IFM  
Instructors  
Michael G. Zawaki  
Lorraine Megdanis

# HOA 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

## HOA Board Member Certification 720 Florida Statute

Effective July 1, 2013, within 90 days of being elected or appointed to the board all HOA board members must submit a certificate of having satisfactorily completed the educational curriculum administered by the DPBR approved education provider or certify in writing to the secretary of the board that he or she has read the association's declaration of covenants, articles of incorporation, bylaws, and current written rules and policies and will work to uphold the documents and policies to the best of his or her abilities.

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)