



# Serving Condominiums, Cooperatives and Homeowners' Associations

# Community Living

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October 2021



The Official Publication of the Community Associations Institute - Southeast Florida Chapter



# CAI-SEFL Around Town



*Your Southeast Florida Chapter of CAI increased its live event offerings through the summer, as things slowly begin to resemble normalcy. We took over venues in Broward and Miami-Dade, including Top Golf, American Social, Blue Martini, and breakfasts at Jacaranda Country Club.*





# community LIVING

October 2021

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Jill Proietti

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'Community Living' is published quarterly by the Southeast Florida Chapter of the Community Associations Institute, 304 Indian Trace, Ste. 538, Weston, FL. 33326

POSTMASTER: Please send address changes to 'Community Living' c/o CAI-SEFL,

304 Indian Trace, Ste. 538, Weston, FL. 33326

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Design by Jeff Solomon's The Support Depot, 954-501-9797

## WHAT IS CAI? Over 42,000 Members and Growing!

Community Associations Institute (CAI) is a national organization dedicated to fostering vibrant, competent, harmonious community associations. For more than 40 years, CAI has been the leader in providing education and resources to the volunteer homeowners who govern community associations and the professionals who support them. Our members include community association volunteer leaders, professional managers, community management firms, and other professionals and companies that provide products and services to associations. Our local chapter serves over 500 members with annual events including Trade Show & Expo, Golf Tournament, CAM & Board Member Education events and so much more.

## READER COMMENTS & ARTICLES ARE WELCOME

Columns and ideas from all our members are always welcome. Send submissions in Microsoft Word format to: ced@cai-seflorida.org

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National on the web: [www.caionline.org](http://www.caionline.org)

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Please visit us online at  
**CAI-SEFlorida.org**

for complete details of all Events and Programs

- Oct. 8      Deadline for Board Nominations
- Oct. 9      YP Beach Clean-up  
8am to 11am; Ft. Lauderdale Beach Hub
- Oct. 12      Miami Beach Mixer  
5pm to 7pm; Backyard Barbecue
- Oct. 20      Monthly Board Meeting; 8:30am
- Oct. 21      Town Hall Meeting  
5:30pm to 6:30pm; Miami Beach Library
- Oct. 27      Halloween Social Mixer  
6pm to 9pm; 27 Bar & Lounge Ft. Lauderdale
- Oct. 29      NEW! Brunch at Jacaranda  
11am to 1pm
- Oct. 29      Deadline for Scholarship Applications
- Nov. 17      Monthly Board Meeting; 8:30am
- Nov. 19      NEW! Brunch at Jacaranda  
11am to 1pm  
Casino Night and Holiday Gala!  
Including Awards Ceremony for Homeowner and  
Manager of the Year
- Dec. 2      6pm to 10pm; Sonesta Ft. Lauderdale Hotel

All programs are subject to change without notice.

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## From the Desk of the Executive Director

Jill Proietti, CED, [ced@cai-seflorida.org](mailto:ced@cai-seflorida.org)



Greetings!

I hope you are all doing well and staying safe. We had an awesome and extremely active events schedule for the summer, YAY! We returned with our popular Hot Topics Breakfast and Education events, social networking mixers and our Expos, in Broward/Dade and the Keys!

We returned to meeting in person in February, with our first networking event at the Beachcomber, followed by the annual Golf Tournament, returning to Jacaranda Country Club on April 2. It was a beautiful day and we were able to provide funding to a local charity, Food Rescue US. Then on April 28, we celebrated our Chapter Sponsors at The Grateful Palate. As you can see, we have returned full strength. Most exciting news is that we went back to Signature Grand for our Annual Expo and it was extremely successful. On September 10, we returned South, hosting our second Day of Education and Networking, at The Islander, an Islamorada resort (photos in the next issue). As you can see, we are back... bigger and better than ever.

We have so many other events planned in the last quarter of the year; educational, a Beach Clean Up, a Halloween party, networking events, a Holiday Gala/Casino Night and our first Brunch (in place of our Hot Topics Breakfast) which contains an educational piece.

We are also planning Town Hall meetings to be held in different parts of the counties, so look for more information via our emails as well as on our website.

All the information for the events coming up can be found on our website – [www.cai-seflorida.org](http://www.cai-seflorida.org), or you can contact me directly.

Stay tuned to our emails and if you are not receiving them, make sure to visit the website and scroll down to the bottom right of any page and simply submit your name and email address!

We always encourage suggestions and participation in our committees so that we may bring you all the programs you, as members, are interested in, so please feel free to email me at [ced@cai-seflorida.org](mailto:ced@cai-seflorida.org) or call 954-816-0661. Please check our website regularly for all of our upcoming news and events; you wouldn't want to miss anything!

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I look forward to seeing you at our next event!



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We welcome our new (and renewed/re-joined) Chapter Members! May 20 to September 21, 2021. New members highlighted in bold.

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## WAY TO GO!

Congratulations to the following for achieving their CAI Designation:

### August 2021

Jason Schoenholtz (AMS)  
Virginia Ochoa (CMCA)  
Daniel Cortez (CMCA)

### June 2021

Stacie Warren Roman (PCAM)





# FIRST THINGS FIRST: The First 30 Days

Written by: Marcy Kravit, CMCA, AMS, PCAM, CFCAM,  
Hotwire Communications

**T**aking yourself from managing one community to another community can be a bit overwhelming. To be successful, focus your energy on the needs of the new association.

Evaluate the operations of the association; paying close attention to detail, completing unfinished business, and waiting to make suggestions and recommendations for any improvements until you have acquired a better understanding of the operations, policies, and procedures of the association. Walk the property and take photos of all common areas and make note of any areas in need of improvement and deficiencies.

Meet with board members, unit owners, and staff in order to establish a pulse on the property and set your goals to select an optimal plan for the operations of the association.

Evaluate the following:

**Security**—how are keys, guests, and packages handled? If there is a roving security guard, is there a system to ensure he is walking the property? How are property access cards or key fobs distributed—who gets one and how many are allotted per unit?

**Front Desk**—are guests announced, are guest authorization forms used? What software and access control systems are in place?

**Housekeeping**—what is done by whom and when?

**Engineering/Maintenance**—is there a preventive maintenance program? Who is responsible to do what? Are work orders used? How are the work orders tracked?

**Valet**—is the company providing the highest level of service? What system is in place?

**Administration**—what does the administrative assistant do? Are there job descriptions for staff? What does the board see as potential issues with the staff, policies and/or procedures? What are the pending action items?

Here is a checklist that you may find helpful:

- Documents—familiarize yourself with the association's governing documents—articles,

bylaws, CC&R's, rules and regulations, fine and collection policies.

- Introduction—prepare and mail a letter to the unit owners introducing you as the new manager.
- Rosters—obtain a contact list of the board of directors, staff members and unit owner directory.
- New Contact Information—Remove the previous manager's name and add yours to all emergency contact information, credit cards and bank information.
- Employees—familiarize yourself with the payroll, discuss with the board any employee issues, obtain a copy of employee job descriptions and staff scheduling. Does an employee manual exist?
- History—review the past year's management reports and minutes. This will familiarize you with the status of various projects and any particular issues the board is currently facing or has faced in the past.
- Legal—determine if there is any pending litigation, legal matters, collections, liens or foreclosures. Contact the association attorney and introduce yourself.
- Maintenance and Services—review the current contractor and vendor list, copies of maintenance agreements that are in place, including their specifications and scope of work and expiration date. Invite the vendors to meet with you and discuss their services. Meet with the landscaper and pest control to review the current contract and services. Security Incidents—meet with security and review incident reports for the last six months. Discuss any security issues and review the camera surveillance in place.

Continued on page 26



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## Should Emails Between Board Members and Managers Be Considered Official Records Subject to Members' Inspection?

-Jeffrey A. Rembaum, Esq., BCS | Kaye Bender Rembaum | RembaumsAssociationRoundup.com

In today's instant world, email allows us to express our thoughts anytime, anywhere. So often, emails serve as a substitute for making phone calls. If a phone call is made from a board member to a manager, absent a deposition of either party or a contemporaneous note documenting the conversation, the content of the communication remains private. But, if the board member sends an email rather than calling the manager, that email is considered a written record of the association and is required to be produced as a part of a member's official record request, with limited exception as discussed below.

With the sheer volume of emails received by a manager from owners, board members, purchasers, contractors, and lawyers, etc., there is no practical method of separating the emails which must remain confidential. This includes emails with respect to attorney-client privileged matters, personnel matters, information obtained in connection with a sale or lease, social security numbers, and medical information, etc., and separating these emails cannot occur without the manager or hired professional spending hours and hours preparing such records for a member's requested official record inspection primarily at the association's expense. Moreover, if an outside professional is needed to prepare the emails for inspection, then the association will not be able to recoup the expenditure. While a condominium association cannot charge any amount to prepare for the inspection, a homeowners' association is limited to \$20.00 per hour for administrative time expended to retrieve requested records. Clearly, this needs a legislative remedy!

Generally speaking, for an association's needs to be met, there must be solid communication between the board and the manager. However, requiring all but privileged and confidential emails to be official records subject to membership inspection stifles that free flow

of communication. That said, it is understandable that some emails should be subject to a member's inspection request, such as with regards to a bid package or contract.

More often than not, the emails to and from the manager are actually the property of the management company by whom the manager is employed. Absent discovery that takes place during litigation, typically a company's emails are the private property of the company. A shareholder of General Mills' stock cannot demand to see the president's emails to its manager, so why should the community association president's email to the manager be required to be produced? After all, overwhelmingly, community associations are "not-for-profit" corporations. At the end of the day, the need for transparency needs to be balanced against the practicality and costs of producing the emails.

There is limited guidance from the State of Florida Office of the Attorney General and the Division of Florida Condominiums, Timeshares, and Mobile Homes regarding the production of such emails. Let us take a look at the limited guidance we do have.

On March 6, 2002, the then-Chief Assistant General Counsel of the Department of Business and Professional Regulation ("DBPR") issued an opinion that "[c]ondominium owners do have the right to inspect e-mail correspondences between the board of directors and the property manager as long as the correspondence is related to the operation of the association and does not fall within the... statutorily protected exceptions... [The DBPR does not have] regulations expressly requiring archiving e-mails, but... if the e-mail correspondence relates to the operation of the association property, it is required to be maintained by the association, whether on paper or electronically, under Chapter 718, Florida Statutes."

*Continued on page 24*





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# STATUTE OF LIMITATIONS

## 4 YEARS TOO LATE? Construction Defects and the 4-Year Statute of Limitations

-Paul P. Terry, Jr. | Partner; Angius & Terry LLP

Most community managers know about the 10-year statute of limitations for construction defects, but far fewer know about the shorter 4-year statute of limitations. Failure to act within the 4 years can bar an Association from recovering for major and costly construction defects such as roof leaks and cracking stucco.

The 10-year statute of limitations runs from the date the certificate of occupancy was issued, the date the contract with the engineer or contractor was completed, or the date of actual possession by the owner, whichever date is latest. If the 10-year limitations period expires, then the Association's entire claim is barred.

The 4-year statute of limitations is different in two respects. First, it starts to run from the time the defect is discovered or should have been discovered with the exercise of due diligence. For defects that are visually apparent (called "patent defects"), the time starts to run from the same date as the 10-year statute of limitations would start to run (described above).

For defects that are not visually apparent (called "latent defects"), the time starts to run when the Association discovers a defector should have discovered the defect. A common example is with roof leaks. If an Association has been dealing with roof leaks for more than 4 years, the statute may have expired. Alarming, the time will start to run even if the builder or roofer is performing repairs or issues an extended warranty (although you may be able to sue for breach of the warranty). The lesson here is that whenever an Association is experiencing construction defects, the Association should promptly consult with an experienced construction defect attorney. Waiting to act, even where the contractor is performing repairs, can bar a claim for that defect.

The good news is that the 4-year statute of limitations runs on a defect-by-defect basis. This means that the 4-year limitations period can expire for one defect but not for another. The Association's knowledge of a defective roof because there are roof leaks does not necessarily mean that the Association has knowledge of defective stucco.

Particularly for new managers or new Board members, it is important to recognize the existence of construction defects that prior boards of managers may have known about, but not acted on. The time to file a claim may already be running even though you have only recently learned of the problem.

*Paul Terry is a partner with the law firm of Angius & Terry LLP, a plaintiff's contingency law firm that specializes in representing Associations with actual or suspected construction defects.*

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## CAI's Emerging Public Policy Following Condo Collapse

-Dawn Bauman, CAE | Aug. 20, 2021

Immediately following the devastating collapse of the Champlain Tower South Condominium in Surfside, Fla., CAI's Government and Public Affairs Committee convened a special meeting with expert attorneys, builders, reserve specialists, and insurance professionals. Three task forces were appointed with the purpose of identifying recommendations for public policies, changes and updates to best practices, and guidance for local, state, and federal legislators as they discuss solutions to prevent this type of disaster in their districts.

The three working groups were given a 30-day goal of producing their first piece of work. The task forces were focused on:

**Building inspections and maintenance.** Led by Robert M. Diamond, a fellow in CAI's College of Community Association Lawyers (CCAL); Mitch Frumkin, RS, a professional engineer (PE) licensed by the National Society of Professional Engineers; and Stephen Marcus, a CCAL fellow.

**Reserve study and funding plans.** Led by Robert W. Browning, PCAM, RS; Mitch Frumkin, PE, RS; and Lisa Magill, a CCAL fellow.

**Insurance and risk management.** Led by Jennifer Eilert, CIRMS; Phil Masi, CIRMS; AJ Scott, CIRMS; and Cliff Treese, CIRMS.

Each task force engaged between 50 and 300 participants from across the country and from different disciplines. Reserve study providers made up the majority of the participants in the reserve study task force. The insurance task force consisted mostly of insurance professionals.

The task forces met weekly for the past four weeks. In addition, the team leaders connected weekly to ensure their work was not overlapping and to share progress. Since there were so many people involved in the activities, surveys were used to capture support of positions. There was a tremendous amount of conversation and different perspectives, which we believe contributed to the quality of these recommendations.

The CAI Board of Trustees, Government & Public Affairs Committee, and members of legislative action committees were presented with the task forces' public policy recommendations during the CAI Annual Conference and Exposition: Community NOW in Las Vegas last month.

Within the next 30 days, Government & Public Affairs Committee members, legislative action committee members, members of CAI's three membership representation groups, and CCAL fellows will be invited to participate in a survey to indicate support or opposition of each policy recommendation.

The Government & Public Affairs Committee will reconvene to vote on recommendations.

Within the next 60 days, the CAI Board of Trustees will be presented with the Government & Public Affairs Committee recommendations for consideration and vote.

The Government & Public Affairs Committee was asked to consider the following high-level topics.

### **BUILDING INSPECTIONS**

- Developers will provide a preventive maintenance schedule including all components that are the responsibility of the community association, not just the components included in the reserve study.
- All multifamily residential buildings of concrete, load-bearing masonry, steel, or hybrid structural systems such as heavy timber and those with podium decks will include a baseline inspection and regular inspections based on specific intervals. The protocol for these building inspections can be found in the American Society of Civil Engineers' Guideline for Structural Condition Assessment of Existing Buildings (SEI/ASCE 11-99) or other industry standards. The initial baseline inspection is identified as the preliminary assessment within this guide. If necessary, a detailed assessment as defined within this guide may be required.

*Continued on page 30*



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## Expo & Day of Education



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## The Key to Wire Fraud Protection: Out-of-Band Authentication

-Lisa Elkan, VP, Alliance Association Bank

We take cybersecurity seriously. That's why we utilize out-of-band authentication, to help make hacking an account much harder for attackers.

**Out-of-band authentication** is a process where access to an account requires two signals from two different channels. Attackers would have to compromise two separate and unconnected authentication channels, rather than one.

For instance, if you get an email from a vendor, you should call them using the number you previously had on file and confirm that they sent the email. This is especially true if they are giving you new account information. One example is asking you to send money to a different account than one you've used in the past.

Similarly, if you get an email from a co-worker that asks you to send money to a new vendor or changes the account information for an existing vendor, confirm it is real. Walk over to their workspace or call them on their extension to confirm. It's better to ask questions first than to authorize the payment and regret it.

Anyone who is tasked with purchasing supplies or making payments to vendors could be at risk of receiving falsified payment instructions. These fraudsters are smart; it is important to stay vigilant and cautious to avoid sending money to someone who is attempting to trick you in order to receive funds through fraudulent methods. Here are three common scenarios in which someone may try to trick you into a fraudulent transaction:

### Security Breach

Your system has been breached and someone's email account has been hacked. In this scenario, a hacker has gained access to your systems in order to hijack your email accounts. This means that they have an employee's login credentials and can communicate with you without the employee

knowing. The hacker can also make it appear as if an actual employee is sending an email with instructions on how to distribute funds. Oftentimes, the attackers will monitor your communications, and use the information they gather to send a more convincing e-mail.

### Vendor Data Hack

The vendor's system has been hacked. In this scenario, one of your vendors has been hacked, and the attacker sends you an email from the vendor's account asking for you to make a payment. As in the first scenario, the email will be from a legitimate account of someone you have communicated with in the past. The attacker will also likely monitor communications and jump in after legitimate emails have been sent back and forth, so that it looks like a continuation of a real conversation with the vendor.

### Email Imposter

The vendor's email is spoofed or imitated — and it looks legit. This scenario is different from the first two because no one has actually been "hacked." Instead, the attacker makes it appear as if they are one of your vendors. These attackers are smart, so the email will look similar to a real email from your vendor. They may copy the logo and the email address will likely be off by only one or two characters. An example is CEO@company\_xyz.com vs. CEO@company-xyz.com.

What's the solution to each of these scary scenarios? Out-of-band authentication, of course. Contact us to learn more about how we help protect our clients' accounts using out-of-band authentication.



# CAI-SEFL Young Professionals



The YP of the quarter initiative is intended to boost young professional involvement within our chapter while also highlighting those selected. The criteria for selection is as follows: must be a member of the chapter, must be 35 and under, and preferably an involved member. This young professional could be described as a rising star, a CAI advocate, and has a promising future. The selected young professional will receive a spotlight feature in the CAI SEFL quarterly magazine.

**Make your nominations on our website! Visit: [CAI-SEFLorida.org](http://CAI-SEFLorida.org), and then choose Young Professionals.**

2021 Quarter 3 is awarded to:

## Crystal Scavuzzo

*Confident, involved, growth-oriented, and a loving human being are just some of the attributes that make Crystal V. Scavuzzo a successful young professional.*

*Crystal, who is the Marketing and Business Development Manager at DMI Paving & Sealcoating, spends most of her time helping and guiding other young professionals in the industry, which is how she earned the leadership position of Young Professional Committee Chair in our chapter.*

*Besides being highly involved in multiple committees, Crystal loves traveling, spending time with friends and family, and discovering new culinary experiences. Kudos to Crystal!*



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# CAI-SEFL | Community Conversation

*The Champlain Towers South Condo Association collapse devastated the Surfside community and impacted communities throughout Southeast Florida and around the world. On July 2, 2021, at Hallmark of Hollywood, CAI connected as a community as we all leaned on our community association colleagues. Your Southeast Florida Chapter hosted a 'community conversation' with Tom Skiba, CAI's Chief Executive Officer and Dawn Bauman, CAI's Senior Vice President. Many of our board members were also in attendance for this gathering, with invitations extended to the Chapter membership.*



## CAI-SEFL | at National Conference

*Several of our board members, as well as CED Jill Proietti, attended National Conference in Las Vegas in August 2021. We are proud, too, to announce that our very own Vishnu Sharma, CPA, CFE (Chapter Immediate Past President), has been selected as CAI President for 2023. Congratulations, Vishnu!*



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## Emails as Records for Inspection

Continued from page 10



In *Humphrey v. Carriage Park Condominium Association, Inc.*, Arb. Case No. 2008-04-0230 (Final Order / Campbell / March 30, 2009), an arbitrator of the Division of Florida Condominiums, Timeshares, and Mobile Homes held that "...e-mails... existing... on the personal computers of individual directors... are not official records of the association... Even if directors communicate among themselves by e-mail strings or chains about the operation of the association, the status of the electronic communication on their personal computer would not change. Similarly, an e-mail to an individual director or to all directors as a group, addressed only to their personal computers, is not written communication to the association." The arbitrator reasoned that "[t]his must be so because there is no obligation to turn on [the] personal computer with any regularity, or to open and read emails before deleting them."

In *Harbage v. Covered Bridge Condominium Association, Inc.*, Arb. Case No. 19-03-6413 (Emails Are Written Records of Association Order Re-Framing Affirmative Defenses / Simms / January 2, 2020), an owner challenged an association's failure to provide records requested pursuant to §718.111(12), Florida Statutes. The owner requested to inspect emails between the association and its property manager from 2017–2019. The association refused to provide the records, arguing that the emails were not written records subject to disclosure nor were they written records that are printed in the ordinary course of business. The arbitrator in the case dismissed the association's argument that the emails were not written records, citing Black's Law Dictionary, 11th Edition (2019), which explicitly includes emails in the definition of a "writing." Additionally, the arbitrator pointed to the fact that emails are accepted in litigation as records of

regularly conducted business activity pursuant to §90.803(6)(a), Florida Statutes, to dismiss the association's claim that the emails are not subject to inspection because they are not printed in the ordinary course of business. The arbitrator held that the association's position was "untenable on both counts," finding that "emails are a written record subject to disclosure to unit owners."

Simply stated, if one were to rely on the guidance cited herein, then emails solely between board members, even a board majority, are not part of the official records, but emails between a board member(s) and the manager are part of the official records and subject to member inspection unless containing information that is otherwise privileged or confidential. All other emails not protected by privilege or other duty of confidentiality are also subject to member inspection.

Where does it end? What about text messages and WhatsApp? Will they, too, one day be subject to inspection? Why one without the other? Better still, if text messages are not subject to member inspection, why should emails be subject to inspection? If emails remain subject to inspection, should not phone calls between board members and managers be statutorily required to be recorded? Why not? Because such a requirement is absurd.

In addition, what is missing from today's legislation are laws protecting the free flow of communication between board members and the manager. Also patently missing from today's legislation is the ability of the association to require the member requesting the record inspection to prepay for the actual time and cost necessary to prepare the records for inspection.

So, while it may make sense for certain vendor emails to remain as records of the association subject to member inspection, it is this author's opinion that emails between the board and the association's manager should remain private property of the sender and recipient, most especially if the manager's computer is provided by the management company and not the association. However, if emails between board members and managers are going to remain as records which must be produced, absent privilege and confidentiality requirements, then at a minimum the association should at least be allowed to fully recover its expenses incurred in the record inspection. **Perhaps a present or future Florida legislator will sponsor a long overdue bill to provide the association the lawful right to do so.**





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# First Things First

Continued from page 8

- **Equipment and Structure**—meet with the maintenance engineer and inspect all mechanical systems, roof, garage, parking areas, pool, balconies, cooling tower, and domestic water pumps. Discuss any past concrete and asphalt repairs, painting the building, and structural repairs. Obtain an aging report on all systems and major components. Review the Reserve Schedule/Study to determine the life expectancy of all major items.
- **Elevators**—review the elevator inspections reports and contract. Review emergency procedures and generator backup for when the elevators are down.
- **Fire Safety Systems**—review all fire safety systems, to include fire sprinklers, fire sprinkler pump, and fire alarm panel and fire extinguisher renewals. Inquire when inspections and maintenance are due.
- **Insurance**—be sure to review insurance coverage, deductibles and the insurance appraisal. Contact the agent to inquire about any outstanding claims and add your name to the director's and officer's liability policy.
- **Finances**—it is important that you review the current budget with the treasurer, the most recent year-end review, and the last year's monthly financial statements. This will give you an overall financial picture of your community and its needs and requirements and assist you in participating in the preparation and review of budgets and reserve. Determine when assessments are due, how often they are collected, and how much each unit is responsible for.
- **Disaster Plan**—meet with the staff to review hurricane preparedness plan and emergency procedures that are currently in place.
- **Staff Meetings**—schedule staff meetings to discuss any concerns, suggestions, and improvements. Learn more about any outstanding projects, issues, or work orders that need to be completed.
- **Board Meetings**—find out when they take place, how often, and who is in charge of setting up for them.
- **Committees**—inquire what committees are in place, who the chairpersons are, and what projects they are currently involved in.

- **For Sale**—obtain a list of units for sale and inquire if any units are in the process of transfer and schedule screenings. Review the transfer procedures.
- **Contracts**—obtain a list of existing contracts and contact info, expiration dates for all. Meet with all of the service providers and confirm certificates of insurance are up to date.

Obtaining the information from staff will help a new manager hit the ground running. It is important for managers to take the time to sit down with key staff members and board members to find out what is working and what is not working. Find out what changes they would like to see. Read the minutes and review the reports and financials. They will tell a story to help you have a better understanding of the property.

This is the time to instill a spirit of cooperation and motivation among the board, staff, and unit owners to attain and facilitate common goals for the association. For a successful association, the board of directors, the association members, and the manager all must work together for the benefit of the association. Quality management to an association centers on communication, cooperation, mutual support, and attention to duties and detail. Encourage unit owner participation and input. Stop to chat with others and introduce yourself to the unit owners. Make sure you praise your staff and recognize their efforts when walking the property.

Meet with board members and staff weekly to establish your goals, create an action item list, and select an optimal plan for the operations of the association.

I hope you find this information helpful in making your time as a new manager on a property not only productive but also rewarding. Be positive, confident and focused that together you will work effectively and efficiently to deliver the highest standards and provide for a long-lasting positive relationship!







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## Move Over Covid, We're Playing Golf !!!

Friday, April 2, 2021, CAI held our annual golf event at Jacaranda Country Club. This would be defined as the organizations first big event since the pandemic "shut-down". There were many uncertainties as to the unknown of participation, sponsor support and overall success if this event. Those concerns were quickly put to rest.

With over 150 Golfers attending and an overwhelming support of our CAI Business Sponsors, the annual event was a huge success. Special thanks to all of the event Sponsors led by our "Title Sponsor", Best Roofing.

On top of a huge success, we were able to donate a portion of the proceeds to the Food Rescue US ( <https://foodrescue.us/> ). Nearly 1 in 4 households have experienced food insecurity in 2020. Even before the pandemic hit, some 13.7 million households, or 10.5%

of all U.S. households, experienced food insecurity at some point during 2019. Again, thank you to all the Business Partner support and attendees to help CAI give back to our community.

The golf round was followed by a great lunch buffet with fantastic raffle giveaways. We also awarded the best golf round trophies. We are looking forward to seeing everyone again at the next golf event coming up quickly next Spring.



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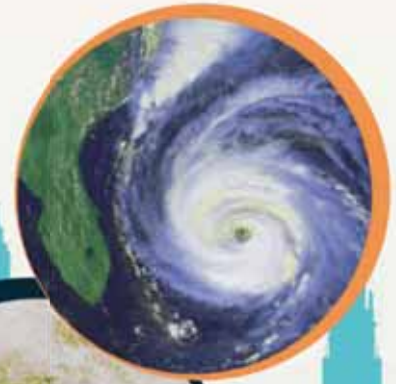
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## CAI Public Policy

Continued from page 14

Committee proposals also included specifics regarding communication and disclosure to homeowners, residents, and local governments, as well as proposals authorizing community association boards to administer special assessments if funding is needed in an emergency situation.

### RESERVE STUDY AND RESERVE FUNDING PLAN

Whether or not state law should mandate or oppose:

- Regular reserve studies for all community associations.
- Reserve funding.
- Disclosure, including summary of reserve study, current funding, and funding plan during annual budgeting.
- Allowing owners to waive/opt out of state law reserve study and funding requirements.
- Funding for emergent life-safety repairs by authorizing the association governing board to

special assess or borrow funds without a vote of the membership.

CAI thanks the three task forces for their work on these important projects. Check back for more updates and review the latest information, resources, and guidance on condo safety, here:

<https://www.caionline.org/HomeownerLeaders/DisasterResources/Pages/CONDO-SAFETY-Structural-Integrity,-Maintenance,-%26-Reserves.aspx>



The CAI Advocacy Blog can be found here:

<https://advocacy.caionline.org/>

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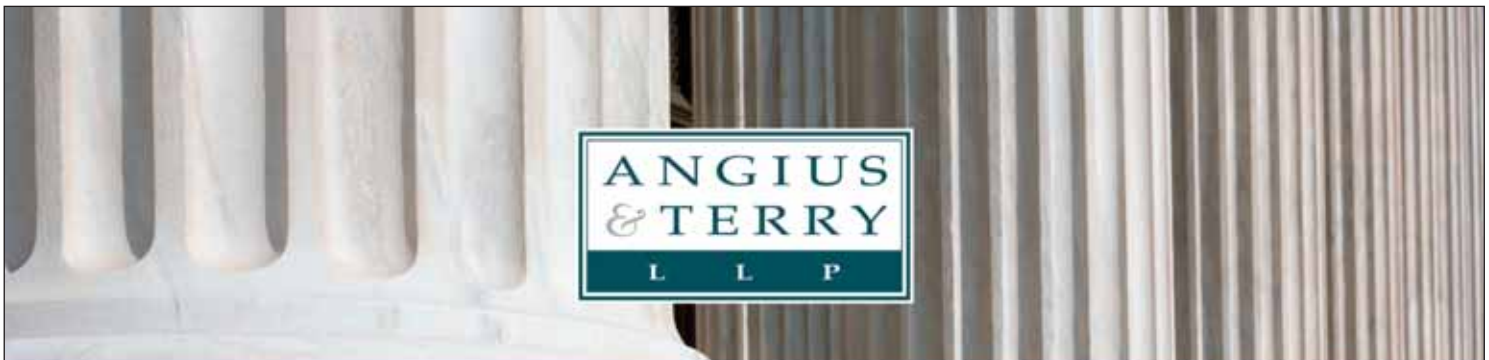
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## 2021 CAI-SEFL's Florida Keys Day of Education And Networking

**September 10, 2021 | Islamorada**

In the next issue of Community Living, look for complete coverage of our second annual event in the Florida Keys!

