

**2015 Requirements for  
Conducting Meetings and Elections in Community Associations**

**Exam DBPR # 9627452  
CORRESPONDENCE COURSE  
END OF COURSE EXAMINATION  
END OF COURSE EXAMINATION ANSWER SHEET for FAX or Scan/Email**

INSTRUCTIONS: Read each question carefully. Only one answer for each question is correct. Mark your answer on the attached answer sheet. The passing score is 75% correct or 15 correct out of the 20 questions.

1. All community associations function with the same core purpose in mind, which is:
  - A. Maintaining the community property.
  - B. Collecting assessments.
  - C. Maintaining hierarchy and structure for the community.
  - D. Entering into and signing contracts.
  
2. The relevant law regarding community associations may be found in Florida Statutes Chapters \_\_\_\_, \_\_\_\_, and \_\_\_\_.
  - A. 617, 718 and 720.
  - B. 617, 719 and 720.
  - C. 718, 719 and 720.
  - D. 719, 720 and 721.
  
3. In homeowners' associations, the percentage of voting interests required to constitute a quorum at a meeting of the members is \_\_\_\_\_ percent of the total voting interests, unless a lower percentage is provided for in the documents of the community.
  - A. 30
  - B. 10
  - C. 75
  - D. 90

4. At the annual meeting in condominiums and cooperatives, the first order of business is \_\_\_\_\_.
- A. to approve the minutes of the last meeting.
  - B. opening the floor to member comments.
  - C. the election of directors.
  - D. reciting the Pledge of Allegiance.
5. Meetings of community associations are usually conducted according to parliamentary procedure. The most common form of parliamentary procedure used in the United States is found in \_\_\_\_\_.
- A. Robert's Regulations for Meetings.
  - B. Robert's Rules of Order.
  - C. Robert's Requirements for Order.
  - D. Robert's Responses in Meetings.
6. There are four classifications of motions according to *Robert's Rules of Order* and all except which of the following are included?
- A. Emergency motions.
  - B. Main motions.
  - C. Subsidiary motions.
  - D. Privileged motions .
7. The voting rights of a member of a condominium, cooperative or homeowners' association may be suspended for nonpayment of an assessment when the owner is more than \_\_\_\_\_ days delinquent in the payment of the assessment.
- A. 90
  - B. 75
  - C. 50
  - D. 30

8. A parcel or unit owner may appoint a proxy to vote or otherwise act for him by signing \_\_\_\_\_.
- A. A Power of Attorney.
  - B. A Deed of Trust.
  - C. A Letter of Recommendation.
  - D. An Appointment Form.
9. Members have the right to attend all board meetings, except between the board or committee of the board and its \_\_\_\_\_.
- A. CPA.
  - B. Community Association Manager.
  - C. Attorney with respect to proposed or pending litigation.
  - D. Developer of the community.
10. A quorum of the board is not required to be present for a \_\_\_\_\_.
- A. Regular board meeting.
  - B. Members' meeting.
  - C. Special board meeting.
  - D. Special members' meeting.
11. A board meeting other than one regularly set by the board itself, or by the association documents, is referred to as a (an) \_\_\_\_\_.
- A. Emergency Meeting.
  - B. Recall Meeting.
  - C. Annual Meeting.
  - D. Special Meeting.

12. The Sunshine Law ensures that association members are entitled to advance notice of board meetings and have a right to \_\_\_\_\_.
- A. Vote at those meetings.
  - B. Attend and observe those meetings.
  - C. Present a new item of business at the meeting not already on the agenda.
  - D. Demand a recall of a board member.
13. Praise should also be given \_\_\_\_\_.
- A. at or near the time of the deed or event when it has more value.
  - B. at the next available board meeting.
  - C. only at annual meetings when everyone is present.
  - D. only privately because it might embarrass the recipient.
14. The members of a community association normally have limited input into \_\_\_\_\_.
- A. the day-to-day management activities of the association.
  - B. electing the board.
  - C. removing the board.
  - D. changing the documents.
15. The statutes do not require that a board member \_\_\_\_\_.
- A. be a member of the homeowners' association.
  - B. be eligible to serve.
  - C. be duly elected to serve on the board.
  - D. be elected by a plurality of the votes cast by eligible voters.

16. If the governing documents permit voting by secret ballot by members who are not in attendance at a meeting for the election of directors, such ballots must be placed in how many envelopes?
- A. Only 1
  - B. Two
  - C. Three
  - D. Four
17. A person who has been convicted of a felony in Florida or in a United States District or Territorial Court is not eligible for board membership unless such felon's civil rights have been restored for a period of no less than \_\_\_\_\_ year(s) as of the date on which such person seeks election to the board.
- A. One
  - B. Three
  - C. Five
  - D. Seven
18. Any vacancy occurring on the board of directors may be filled by the affirmative vote of \_\_\_\_\_ of the remaining directors.
- A. fifty percent
  - B. one hundred percent
  - C. a quorum
  - D. the majority
19. In a condominium association, a director or officer more than \_\_\_\_ days delinquent in the payment of a regular assessment is deemed to have abandoned his or her office creating a vacancy.
- A. 50
  - B. 75
  - C. 90
  - D. 120

20. In computing the five full business days, the last day of the period that is not a Saturday, Sunday, or legal holiday is \_\_\_\_\_.

- A. included
- B. not included
- C. counted as two days
- D. included if it occurs between the 15th and 30th of the month.

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**INSTRUCTIONS:** Complete this section on personal information in its entirety. **DO NOT** leave any of your personal information spaces blank. Failure to fill out the personal information requested may result in a delay in receiving your certificate of completion for this course. **PLEASE PRINT.**

LICENSE #	LAST NAME	FIRST NAME	MI
ADDRESS	CITY	STATE	ZIP
DAYTIME PHONE	FAX	EMAIL ADDRESS	

**INSTRUCTIONS:** Read the examination and complete the answer sheet below, **CLEARLY place an X** over your choice of answers from the multiple choice questions directly in the space indicated on the answer sheet.

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| <p><b>1.</b>    A    B    C    D</p> <p><b>2.</b>    A    B    C    D</p> <p><b>3.</b>    A    B    C    D</p> <p><b>4.</b>    A    B    C    D</p> <p><b>5.</b>    A    B    C    D</p> <p><b>6.</b>    A    B    C    D</p> <p><b>7.</b>    A    B    C    D</p> <p><b>8.</b>    A    B    C    D</p> <p><b>9.</b>    A    B    C    D</p> <p><b>10.</b>   A    B    C    D</p> | <p><b>11.</b>   A    B    C    D</p> <p><b>12.</b>   A    B    C    D</p> <p><b>13.</b>   A    B    C    D</p> <p><b>14.</b>   A    B    C    D</p> <p><b>15.</b>   A    B    C    D</p> <p><b>16.</b>   A    B    C    D</p> <p><b>17.</b>   A    B    C    D</p> <p><b>18.</b>   A    B    C    D</p> <p><b>19.</b>   A    B    C    D</p> <p><b>20.</b>   A    B    C    D</p> |
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**I HAVE COMPLETED THIS EXAMINATION ANSWER SHEET WITHOUT THE AID OF ANY OTHER PERSON.**

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SIGNATURE	DATE
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Upon completion of the examination, please choose only ONE option from the following list: • Mail to Gray Systems Inc., P O BOX 125, HOWEY-IN-THE-HILLS, FL 34737; • FAX TO 352-324-1667, OR • Scan and email to [GSI@GRAYSYSTEMS.COM](mailto:GSI@GRAYSYSTEMS.COM). Please allow 5 business days for reporting with this method.