FLORIDA COMMUNITY ASSOCIATION MANAGER PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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floridacommunityassociationmanager.examzify.com

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Table of Contents

Copyright 1

Table of Contents 2

Introduction 3

How to Use This Guide 4

Questions 5

Answers 8

Explanations 10

Next Steps 15

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

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How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

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Questions

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1. How long must ballots and losing bid proposals be retained?

A. 6 months

B. 1 year

C. 2 years

D. 3 years

2. When can a condominium suspend a member's voting rights?

A. If the member has any unpaid fee

B. If fees owed exceed $500

C. If the member owes more than $1,000 and is 90 days delinquent

D. Only if the member fails to attend meetings

3. What is required for condominium ownership?

A. Exclusive ownership of land

B. Joint ownership of common facilities

C. Shared use without membership

D. Two separate legal titles

4. Under Florida law, what must be included in the Articles of Incorporation of a community association?

A. Only the purpose of the association

B. The corporation name and mailing address

C. The names of all current board members

D. Details on all future meetings

5. Which statement is true about the Articles of Incorporation?

A. They are optional for community associations

B. They outline the power and authority of the community association

C. They must be filed every year

D. They contain bylaws for residential governance

6. What is the purpose of bylaws in a community association?

A. To set financial policies

B. To establish operational procedures based on articles of incorporation

C. To define the community's mission statement

D. To regulate property use

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7. What does the Comprehensive Development Master Plan (CDMP) provide for?

A. The historical development of the community

B. Future development and use of land

C. Current zoning regulations and restrictions

D. Architectural designs for new constructions

8. What is the maximum late fee an association can charge?

A. $10 or 1%

B. $25 or 5%, whichever is greater

C. $50 or 2%

D. $20 or 10%

9. Which law does the Articles of Incorporation for a community association primarily relate to?

A. Real estate law

B. Corporate law

C. Tax law

D. Civil law

10. Which of the following must be included in the meeting notice?

A. Attendees' names

B. Detailed agenda and proposed budget

C. Previous meeting minutes

D. Number of voting members

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Answers

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1. B
2. C
3. B
4. B
5. B
6. B
7. B
8. B
9. B
10. B

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Explanations

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1. How long must ballots and losing bid proposals be retained?

A. 6 months

B. 1 year

C. 2 years

D. 3 years

The correct duration for retaining ballots and losing bid proposals in the context of Florida community associations is one year. This requirement is established to ensure transparency and accountability in the election and bidding processes. Retaining these documents for a year allows sufficient time for any disputes or concerns regarding the electoral process or proposal evaluations to be addressed. After one year, it is deemed that the likelihood of disputes or challenges diminishes, allowing associations to manage their records more efficiently while still adhering to regulatory standards. This retention policy supports good governance practices and protects the interests of all stakeholders involved, including members of the community and prospective bidders. Thus, maintaining these documents for one year is critical for ensuring that proper protocols and guidelines are followed in community association management.

2. When can a condominium suspend a member's voting rights?

A. If the member has any unpaid fee

B. If fees owed exceed $500

C. If the member owes more than $1,000 and is 90 days delinquent

D. Only if the member fails to attend meetings

A condominium association may suspend a member's voting rights when the member owes more than $1,000 in fees and has been delinquent for at least 90 days. This provision is rooted in the desire to ensure that all members who participate in the governance of the community are current with their financial obligations. Delinquency periods and the amount owed are established by state law, which seeks to promote fairness and accountability among association members. By setting a threshold of $1,000 and a 90-day delinquency period, the law aims to provide a reasonable opportunity for members to address their financial responsibilities before facing voting restrictions. This policy ensures that those who have consistently failed to maintain their obligations do not unfairly influence community decisions, while also safeguarding the rights of members who may be temporarily unable to meet their fees. In contrast, the other options present different parameters that do not align with the legal standards set forth for suspending voting rights. For instance, having any unpaid fee is too broad and does not consider the duration or severity of the delinquency. Similarly, simply owing fees that exceed $500 does not meet the criteria set by law, as a more significant amount and specific timeline is necessary for suspension. Lastly, attendance at meetings does not relate

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3. What is required for condominium ownership?

A. Exclusive ownership of land

B. Joint ownership of common facilities

C. Shared use without membership

D. Two separate legal titles

In condominium ownership, joint ownership of common facilities is a fundamental characteristic that defines how property is structured and maintained. Each unit owner holds exclusive title to their individual unit, which is a private space they fully own, while simultaneously sharing an interest in the common areas and facilities with other unit owners. These common areas include hallways, pools, gardens, and other amenities that are utilized collectively by all residents of the condominium. This arrangement promotes a sense of community and cooperation among the unit owners, as they are responsible for the maintenance and management of these shared spaces. It also involves collective decision-making regarding the upkeep and improvement of these facilities, usually governed by a homeowners' association (HOA) or similar body. Therefore, joint ownership of common facilities is essential to the overall functioning and governance of a condominium community.

4. Under Florida law, what must be included in the Articles of Incorporation of a community association?

A. Only the purpose of the association

B. The corporation name and mailing address

C. The names of all current board members

D. Details on all future meetings

The articles of incorporation for a community association in Florida must include essential information that establishes the association as a legal entity. One of the primary requirements is the inclusion of the corporation name and mailing address. This information is critical because it provides a formal designation for the entity and a point of contact for communications. Without this basic information, the community association would lack a clear identification and a means for members and external parties to interact with the organization. While other elements such as the association's purpose, the names of board members, or meeting details might be important for the association's governance or operation, they are not mandated to be included in the articles of incorporation according to Florida law. The articles primarily focus on establishing the identity and contact information of the association. Thus, including the corporation name and mailing address fulfills a key legal requirement and establishes the community association's framework.

5. Which statement is true about the Articles of Incorporation?

A. They are optional for community associations

B. They outline the power and authority of the community association

C. They must be filed every year

D. They contain bylaws for residential governance

The Articles of Incorporation are a foundational document for community associations that establish the legal existence of the association as a corporation. This document outlines the powers, rights, and responsibilities of the community association, defining its governance structure and the authority granted to its board and members. By specifying how the organization operates and the scope of its activities, the Articles of Incorporation serve as a critical resource for guiding the actions of the community association and its leadership. The other statements do not accurately reflect the nature and requirements of Articles of Incorporation. While they are indeed vital, they are not optional for many community associations that wish to operate as corporations under state laws. They are typically filed once upon creation rather than every year, and they do not contain the bylaws, which are a separate document outlining the procedural rules for the association's operation.

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6. What is the purpose of bylaws in a community association?

A. To set financial policies

B. To establish operational procedures based on articles of incorporation

C. To define the community's mission statement

D. To regulate property use

Bylaws serve a critical role in the governance of a community association by establishing operational procedures that complement the articles of incorporation. They outline how the association will function on a day-to-day basis, including how meetings are conducted, voting rights, roles and responsibilities of board members, and how decisions are made. By providing a structured framework, bylaws help ensure that the association operates in an organized manner, adhering to the overarching guidelines set forth in the articles of incorporation. This legal structure is important as it establishes clarity and consistency in governance, essential for maintaining order within the community. The other options, while related to various aspects of community management, do not capture the primary role of bylaws. Financial policies, mission statements, and property use regulations are typically addressed in other governing documents or policies rather than being the core function of the bylaws themselves.

7. What does the Comprehensive Development Master Plan (CDMP) provide for?

A. The historical development of the community

B. Future development and use of land

C. Current zoning regulations and restrictions

D. Architectural designs for new constructions

The Comprehensive Development Master Plan (CDMP) is a crucial tool used by local governments to guide future land use and development within a community. It provides a long-term vision for growth and outlines strategies to manage future development effectively, ensuring that it aligns with the community's goals and needs. This includes planning for residential, commercial, and recreational spaces, as well as preservation of natural resources and infrastructure development. The CDMP serves as a framework for zoning regulations, land use decisions, and is instrumental in informing stakeholders about the intended future of the community. While it may involve aspects of current zoning regulations and restrictions or historical development, its primary focus is to provide a comprehensive view of how a community plans to evolve and adapt over time. Thus, the emphasis on future development and land use makes this answer the most appropriate choice.

8. What is the maximum late fee an association can charge?

A. $10 or 1%

B. $25 or 5%, whichever is greater

C. $50 or 2%

D. $20 or 10%

The maximum late fee an association can charge is often determined by state regulations, which in Florida allow a late fee that is either a flat rate or a percentage of the amount due, with the greater amount being applicable in order to ensure that the penalty is significant enough to encourage timely payments. In this case, the answer indicates a late fee of $25 or 5%, whichever is greater. This approach is designed to provide flexibility for associations; if the dues are relatively low, the percentage might not be very much, so the flat fee serves as a minimum penalty. Conversely, for higher dues, the percentage may result in a larger fee, thus serving as a stronger deterrent against late payments. This balancing of a flat fee and a percentage helps to maintain fairness and encourages timely payment while adhering to legal guidelines set forth for community associations. Understanding this allows managers to effectively implement policies that both command respect for financial obligations and foster community integrity.

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9. Which law does the Articles of Incorporation for a community association primarily relate to?

A. Real estate law

B. Corporate law

C. Tax law

D. Civil law

The Articles of Incorporation for a community association are primarily related to corporate law because these documents establish the community association as a legal entity recognized under state law. They outline the association's purpose, structure, and governance, which are fundamental aspects of corporate law. This legal framework allows the community association to operate, enter into contracts, hold property, and enforce rules within the community. Corporate law governs the formation and operation of corporations, and since community associations often take the legal form of non-profit corporations, the Articles of Incorporation serve as the charter that formally creates the organization. They define how the board of directors is structured, the powers granted to them, the rights of members, and the procedures for meetings and voting, all of which fall under the domain of corporate governance. In contrast, real estate law primarily pertains to the ownership and use of property, tax law relates to taxation matters, and civil law covers a broad range of legal issues, including contracts and torts. While elements of these areas may intersect with community associations, the foundational legal framework that governs the establishment and functioning of a community association lies within corporate law.

10. Which of the following must be included in the meeting notice?

A. Attendees' names

B. Detailed agenda and proposed budget

C. Previous meeting minutes

D. Number of voting members

Including a detailed agenda and proposed budget in the meeting notice is essential for several reasons. Firstly, it ensures transparency and clarity about the topics and issues that will be discussed during the meeting. This allows members to prepare adequately, leading to more productive discussions and informed decision-making. Furthermore, the detailed agenda helps to set the expectations for the meeting, ensuring that all members are aware of the specific items that will be addressed, which is crucial for effective meeting management. Including the proposed budget is also important as financial matters are often a key focus in community association meetings, and members should have the opportunity to review this information before the meeting. In summary, providing a detailed agenda and proposed budget in the meeting notice aligns with best practices for governance and promotes active and informed participation from all members. It is a fundamental requirement for facilitating organized and meaningful discussions within the community association.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

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We wish you the very best on your exam journey. You've got this!

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