

LEGISLATIVE ACTION

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Senate

House

Senator Bradley moved the following:
Senate Amendment (with title amendment)
Delete everything after the enacting clause
and insert:
Section 1. Subsection (3) is added to section 468.4334,
Florida Statutes, to read:
468.4334 Professional practice standards; liability <u>;</u>
community association manager requirements
(3) A community association manager or community
association management firm that is authorized by contract to
provide community association management services to a

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12	homeowners' association shall do all of the following:
13	(a) Attend in person at least one member meeting or board
14	meeting of the homeowners' association annually.
15	(b) Provide to the members of the homeowners' association
16	the name and contact information for each community association
17	manager or representative of a community association management
18	firm assigned to the homeowners' association, the manager's or
19	representative's hours of availability, and a summary of the
20	duties for which the manager or representative is responsible.
21	The homeowners' association shall also post this information on
22	the association's website or application required under s.
23	720.303(4)(b). The community association manager or community
24	association management firm shall update the homeowners'
25	association and its members within 14 business days after any
26	change to such information.
27	(c) Provide to any member upon request a copy of the
28	contract between the community association manager or community
29	association management firm and the homeowners' association and
30	include such contract with association's official records.
31	Section 2. Section 468.4337, Florida Statutes, is amended
32	to read:
33	468.4337 Continuing educationThe department may not renew
34	a license until the licensee submits proof that the licensee has
35	completed the requisite hours of continuing education. No more
36	than 10 hours of continuing education annually shall be required
37	for renewal of a license. The number of continuing education
38	hours, criteria, and course content shall be approved by the
39	council by rule. The council may not require more than 10 hours
40	of continuing education annually for renewal of a license. A

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41 <u>community association manager who provides community association</u> 42 <u>management services to a homeowners' association must biennially</u> 43 <u>complete at least 5 hours of continuing education that pertains</u> 44 <u>specifically to homeowners' associations, 3 hours of which must</u> 45 <u>relate to recordkeeping.</u>

Section 3. Subsections (1), (4), and (5), paragraph (f) of subsection (6), and paragraphs (a) and (d) of subsection (7) of section 720.303, Florida Statutes, are amended, and subsections (13) and (14) are added to that section, to read:

720.303 Association powers and duties; meetings of board; official records; budgets; financial reporting; association funds; recalls.-

53 (1) POWERS AND DUTIES.-An association that which operates a 54 community as defined in s. 720.301, must be operated by an 55 association that is a Florida corporation. After October 1, 56 1995, the association must be incorporated and the initial 57 governing documents must be recorded in the official records of 58 the county in which the community is located. An association may 59 operate more than one community. The officers and directors of an association are subject to s. 617.0830 and have a fiduciary 60 61 relationship to the members who are served by the association. 62 The powers and duties of an association include those set forth 63 in this chapter and, except as expressly limited or restricted 64 in this chapter, those set forth in the governing documents. 65 After control of the association is obtained by members other 66 than the developer, the association may institute, maintain, 67 settle, or appeal actions or hearings in its name on behalf of all members concerning matters of common interest to the 68 members, including, but not limited to, the common areas; roof 69

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70 or structural components of a building, or other improvements 71 for which the association is responsible; mechanical, 72 electrical, or plumbing elements serving an improvement or 73 building for which the association is responsible; 74 representations of the developer pertaining to any existing or 75 proposed commonly used facility; and protesting ad valorem taxes on commonly used facilities. The association may defend actions 76 77 in eminent domain or bring inverse condemnation actions. Before 78 commencing litigation against any party in the name of the 79 association involving amounts in controversy in excess of 80 \$100,000, the association must obtain the affirmative approval 81 of a majority of the voting interests at a meeting of the 82 membership at which a quorum has been attained. This subsection 83 does not limit any statutory or common-law right of any 84 individual member or class of members to bring any action 85 without participation by the association. A member does not have 86 authority to act for the association by virtue of being a 87 member. An association may have more than one class of members 88 and may issue membership certificates. An association of 15 or fewer parcel owners may enforce only the requirements of those 89 90 deed restrictions established prior to the purchase of each 91 parcel upon an affected parcel owner or owners.

(4) OFFICIAL RECORDS.-

(a) The association shall maintain each of the following items, when applicable, <u>for at least 7 years, unless the</u> <u>governing documents of the association require a longer period</u> <u>of time,</u> which constitute the official records of the association:

1.(a) Copies of any plans, specifications, permits, and

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99 warranties related to improvements constructed on the common 100 areas or other property that the association is obligated to 101 maintain, repair, or replace.

2.(b) A copy of the bylaws of the association and of each amendment to the bylaws.

3.(c) A copy of the articles of incorporation of the association and of each amendment thereto.

4.(d) A copy of the declaration of covenants and a copy of each amendment thereto.

5.(e) A copy of the current rules of the homeowners' association.

6.(f) The minutes of all meetings of the board of directors and of the members, which minutes must be retained for at least 7 years.

7.(q) A current roster of all members and their designated mailing addresses and parcel identifications. A member's designated mailing address is the member's property address, unless the member has sent written notice to the association requesting that a different mailing address be used for all required notices. The association shall also maintain the e-mail addresses and the facsimile numbers designated by members for receiving notice sent by electronic transmission of those members consenting to receive notice by electronic transmission. A member's e-mail address is the e-mail address the member provided when consenting in writing to receiving notice by electronic transmission, unless the member has sent written notice to the association requesting that a different e-mail address be used for all required notices. The e-mail addresses and facsimile numbers provided by members to receive notice by

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electronic transmission must be removed from association records when the member revokes consent to receive notice by electronic transmission. However, the association is not liable for an erroneous disclosure of the e-mail address or the facsimile number for receiving electronic transmission of notices.

 $\underline{8.}$ (h) All of the association's insurance policies or a copy thereof, which policies must be retained for at least 7 years.

<u>9.(i)</u> A current copy of all contracts to which the association is a party, including, without limitation, any management agreement, lease, or other contract under which the association has any obligation or responsibility. Bids received by the association for work to be performed <u>are must also be</u> considered official records and must be kept for a period of 1 year.

<u>10.(j)</u> The financial and accounting records of the association, kept according to good accounting practices. All financial and accounting records must be maintained for a period of at least 7 years. The financial and accounting records must include:

<u>a.1.</u> Accurate, itemized, and detailed records of all receipts and expenditures.

<u>b.2</u>. A current account and a periodic statement of the account for each member, designating the name and current address of each member who is obligated to pay assessments, the due date and amount of each assessment or other charge against the member, the date and amount of each payment on the account, and the balance due.

55 <u>c.</u>3. All tax returns, financial statements, and financial 56 reports of the association.

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157 d.4. Any other records that identify, measure, record, or 158 communicate financial information. 11.(k) A copy of the disclosure summary described in s. 159 160 720.401(1). 161 12.(1) Ballots, sign-in sheets, voting proxies, and all 162 other papers and electronic records relating to voting by parcel owners, which must be maintained for at least 1 year after the 163 164 date of the election, vote, or meeting. 165 13. (m) All affirmative acknowledgments made pursuant to s. 166 720.3085(3)(c)3. 167 14. (n) All other written records of the association not 168 specifically included in this subsection which are related to 169 the operation of the association. 170 (b)1. By January 1, 2025, an association that has 100 or 171 more parcels shall post the following documents on its website 172 or make available such documents through an application that can 173 be downloaded on a mobile device: 174 a. The articles of incorporation of the association and 175 each amendment thereto. 176 b. The recorded bylaws of the association and each 177 amendment thereto. 178 c. The declaration of covenants and a copy of each 179 amendment thereto. 180 d. The current rules of the association. e. A list of all current executory contracts or documents 181 182 to which the association is a party or under which the 183 association or the parcel owners have an obligation or 184 responsibility and, after bidding for the related materials,

185 equipment, or services has closed, a list of bids received by

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186	the association within the past year.
187	f. The annual budget required by subsection (6) and any
188	proposed budget to be considered at the annual meeting.
189	g. The financial report required by subsection (7) and any
190	monthly income or expense statement to be considered at a
191	meeting.
192	h. The association's current insurance policies.
193	i. The certification of each director as required by s.
194	720.3033(1)(a).
195	j. All contracts or transactions between the association
196	and any director, officer, corporation, firm, or association
197	that is not an affiliated homeowners' association or any other
198	entity in which a director of an association is also a director
199	or an officer and has a financial interest.
200	k. Any contract or document regarding a conflict of
201	interest or possible conflict of interest as provided in ss.
202	468.436(2)(b)6. and 720.3033(2).
203	1. Notice of any scheduled meeting of members and the
204	agenda for the meeting, as required by s. 720.306, at least 14
205	days before such meeting. The notice must be posted in plain
206	view on the homepage of the website or application, or on a
207	separate subpage of the website or application labeled "Notices"
208	which is conspicuously visible and linked from the homepage. The
209	association shall also post on its website or application any
210	document to be considered and voted on by the members during the
211	meeting or any document listed on the meeting agenda at least 7
212	days before the meeting at which such document or information
213	within the document will be considered.
214	m. Notice of any board meeting, the agenda, and any other

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215	document required for such meeting as required by subsection
216	(3), which must be posted on the website or application no later
217	than the date required for notice under subsection (3).
218	2. The association's website or application must be
219	accessible through the Internet and must contain a subpage, web
220	portal, or other protected electronic location that is
221	inaccessible to the general public and accessible only to parcel
222	owners and employees of the association.
223	3. Upon written request by a parcel owner, the association
224	must provide the parcel owner with a username and password and
225	access to the protected sections of the association's website or
226	application which contains the official documents of the
227	association.
228	4. The association shall ensure that the information and
229	records described in paragraph (5)(g), which are not allowed to
230	be accessible to parcel owners, are not posted on the
231	association's website or application. If protected information
232	or information restricted from being accessible to parcel owners
233	is included in documents that are required to be posted on the
234	association's website or application, the association must
235	ensure the information is redacted before posting the documents.
236	Notwithstanding the foregoing, the association or its authorized
237	agent is not liable for disclosing information that is protected
238	or restricted under paragraph (5)(g) unless such disclosure was
239	made with a knowing or intentional disregard of the protected or
240	restricted nature of such information.
241	(c) The association shall adopt written rules governing the
242	method or policy by which the official records of the
243	association are to be retained and the time period such records

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244 must be retained pursuant to paragraph (a). Such information 245 must be made available to the parcel owners through the 246 association's website or application. 247 (5) INSPECTION AND COPYING OF RECORDS.-248 (a) Unless otherwise provided by law or the governing 249 documents of the association, the official records must shall be 250 maintained within this the state for at least 7 years and shall 251 be made available to a parcel owner for inspection or 2.52 photocopying within 45 miles of the community or within the 253 county in which the association is located within 10 business 254 days after receipt by the board or its designee of a written 255 request from the parcel owner. This subsection may be complied 256 with by having a copy of the official records available for 257 inspection or copying in the community or, at the option of the 258 association, by making the records available to a parcel owner 259 electronically via the Internet or by allowing the records to be 260 viewed in electronic format on a computer screen and printed 261 upon request. If the association has a photocopy machine 262 available where the records are maintained, it must provide 263 parcel owners with copies on request during the inspection if 264 the entire request is limited to no more than 25 pages. An 265 association shall allow a member or his or her authorized 266 representative to use a portable device, including a smartphone, 2.67 tablet, portable scanner, or any other technology capable of 268 scanning or taking photographs, to make an electronic copy of 269 the official records in lieu of the association's providing the 270 member or his or her authorized representative with a copy of 271 such records. The association may not charge a fee to a member 272 or his or her authorized representative for the use of a

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273 portable device.

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274 (b) (a) The failure of an association to provide access to the records within 10 business days after receipt of a written 275 276 request submitted by certified mail, return receipt requested, 277 creates a rebuttable presumption that the association willfully 278 failed to comply with this subsection.

(c) (b) A member who is denied access to official records is entitled to the actual damages or minimum damages for the association's willful failure to comply with this subsection. The minimum damages are to be \$50 per calendar day up to 10 days, the calculation to begin on the 11th business day after receipt of the written request.

(d) Any director or member of the board or association or a community association manager who knowingly, willfully, and repeatedly violates paragraph (a), with the intent of causing harm to the association or one or more of its members, commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. For purposes of this paragraph, the term "repeatedly" means two or more violations within a 12-month period.

293 (e) Any person who knowingly and intentionally defaces or destroys accounting records during the period in which such records are required to be maintained, or who knowingly or intentionally fails to create or maintain accounting records that are required to be created or maintained, with the intent of causing harm to the association or one or more of its 299 members, commits a misdemeanor of the first degree, punishable 300 as provided in s. 775.082 or s. 775.083. 301 (f) Any person who willfully and knowingly refuses to

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302 release or otherwise produce association records with the intent 303 to avoid or escape detection, arrest, trial, or punishment for 304 the commission of a crime, or to assist another person with such 305 avoidance or escape, commits a felony of the third degree, 306 punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

307 (g) (c) The association may adopt reasonable written rules governing the frequency, time, location, notice, records to be 308 309 inspected, and manner of inspections, but may not require a 310 parcel owner to demonstrate any proper purpose for the 311 inspection, state any reason for the inspection, or limit a 312 parcel owner's right to inspect records to less than one 8-hour 313 business day per month. The association may impose fees to cover 314 the costs of providing copies of the official records, including 315 the costs of copying and the costs required for personnel to 316 retrieve and copy the records if the time spent retrieving and 317 copying the records exceeds one-half hour and if the personnel 318 costs do not exceed \$20 per hour. Personnel costs may not be 319 charged for records requests that result in the copying of 25 or 320 fewer pages. The association may charge up to 25 cents per page 321 for copies made on the association's photocopier. If the 322 association does not have a photocopy machine available where 323 the records are kept, or if the records requested to be copied 324 exceed 25 pages in length, the association may have copies made 325 by an outside duplicating service and may charge the actual cost 326 of copying, as supported by the vendor invoice. The association 327 shall maintain an adequate number of copies of the recorded 328 governing documents, to ensure their availability to members and 329 prospective members. Notwithstanding this subsection paragraph, 330 the following records are not accessible to members or parcel

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331 owners:

332 1. Any record protected by the lawyer-client privilege as 333 described in s. 90.502 and any record protected by the workproduct privilege, including, but not limited to, a record 334 335 prepared by an association attorney or prepared at the 336 attorney's express direction which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney 337 338 or the association and which was prepared exclusively for civil 339 or criminal litigation or for adversarial administrative 340 proceedings or which was prepared in anticipation of such 341 litigation or proceedings until the conclusion of the litigation 342 or proceedings.

343 2. Information obtained by an association in connection 344 with the approval of the lease, sale, or other transfer of a 345 parcel.

3. Information an association obtains in a gated community in connection with guests' visits to parcel owners or community residents.

349 4. Personnel records of association or management company 350 employees, including, but not limited to, disciplinary, payroll, 351 health, and insurance records. For purposes of this 352 subparagraph, the term "personnel records" does not include 353 written employment agreements with an association or management 354 company employee or budgetary or financial records that indicate 355 the compensation paid to an association or management company 356 employee.

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5. Medical records of parcel owners or community residents.

358 6. Social security numbers, driver license numbers, credit359 card numbers, electronic mailing addresses, telephone numbers,

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360 facsimile numbers, emergency contact information, any addresses 361 for a parcel owner other than as provided for association notice 362 requirements, and other personal identifying information of any 363 person, excluding the person's name, parcel designation, mailing 364 address, and property address. Notwithstanding the restrictions 365 in this subparagraph, an association may print and distribute to 366 parcel owners a directory containing the name, parcel address, 367 and all telephone numbers of each parcel owner. However, an 368 owner may exclude his or her telephone numbers from the 369 directory by so requesting in writing to the association. An 370 owner may consent in writing to the disclosure of other contact 371 information described in this subparagraph. The association is 372 not liable for the disclosure of information that is protected 373 under this subparagraph if the information is included in an 374 official record of the association and is voluntarily provided 375 by an owner and not requested by the association.

7. Any electronic security measure that is used by the association to safeguard data, including passwords.

8. The software and operating system used by the association which allows the manipulation of data, even if the owner owns a copy of the same software used by the association. The data is part of the official records of the association.

9. All affirmative acknowledgments made pursuant to s. 720.3085(3)(c)3.

(h) (d) The association or its authorized agent is not 385 required to provide a prospective purchaser or lienholder with 386 information about the residential subdivision or the association 387 other than information or documents required by this chapter to be made available or disclosed. The association or its

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authorized agent may charge a reasonable fee to the prospective purchaser or lienholder or the current parcel owner or member for providing good faith responses to requests for information by or on behalf of a prospective purchaser or lienholder, other than that required by law, if the fee does not exceed \$150 plus the reasonable cost of photocopying and any attorney fees incurred by the association in connection with the response.

(i) If an association receives a subpoena for records from a law enforcement agency, the association must provide a copy of such records or otherwise make the records available for inspection and copying to a law enforcement agency within 5 business days after receipt of the subpoena, unless otherwise specified by the law enforcement agency or subpoena. An association must assist a law enforcement agency in its investigation to the extent permissible by law.

(6) BUDGETS.-

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405 (f) After one or more reserve accounts are established, the 406 membership of the association, upon a majority vote at a meeting 407 at which a quorum is present, may provide for no reserves or 408 less reserves than required by this section. If a meeting of the 409 parcel unit owners has been called to determine whether to waive 410 or reduce the funding of reserves and such result is not 411 achieved or a quorum is not present, the reserves as included in 412 the budget go into effect. After the turnover, the developer may 413 vote its voting interest to waive or reduce the funding of 414 reserves. Any vote taken pursuant to this subsection to waive or 415 reduce reserves is applicable only to one budget year.

416 (7) FINANCIAL REPORTING.—Within 90 days after the end of417 the fiscal year, or annually on the date provided in the bylaws,

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418 the association shall prepare and complete, or contract with a 419 third party for the preparation and completion of, a financial 420 report for the preceding fiscal year. Within 21 days after the 421 final financial report is completed by the association or 422 received from the third party, but not later than 120 days after 423 the end of the fiscal year or other date as provided in the 424 bylaws, the association shall, within the time limits set forth 425 in subsection (5), provide each member with a copy of the annual 42.6 financial report or a written notice that a copy of the 427 financial report is available upon request at no charge to the 428 member. Financial reports shall be prepared as follows:

(a) An association that meets the criteria of this paragraph shall prepare or cause to be prepared a complete set of financial statements in accordance with generally accepted accounting principles as adopted by the Board of Accountancy. The financial statements shall be based upon the association's total annual revenues, as follows:

435 1. An association with total annual revenues of \$150,000 or 436 more, but less than \$300,000, shall prepare compiled financial 437 statements.

2. An association with total annual revenues of at least \$300,000, but less than \$500,000, shall prepare reviewed financial statements.

3. An association with total annual revenues of \$500,000 or 442 more shall prepare audited financial statements.

4. An association with at least 1,000 parcels shall prepare audited financial statements, notwithstanding the association's total annual revenues.

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(d) If approved by a majority of the voting interests

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447	present at a properly called meeting of the association, an
448	association may prepare or cause to be prepared:
449	1. A report of cash receipts and expenditures in lieu of a
450	compiled, reviewed, or audited financial statement;
451	2. A report of cash receipts and expenditures or a compiled
452	financial statement in lieu of a reviewed or audited financial
453	statement; or
454	3. A report of cash receipts and expenditures, a compiled
455	financial statement, or a reviewed financial statement in lieu
456	of an audited financial statement.
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458	An association may not prepare a financial statement pursuant to
459	this paragraph for consecutive fiscal years.
460	(13) DEBIT CARDS
461	(a) An association and its officers, directors, employees,
462	and agents may not use a debit card issued in the name of the
463	association, or billed directly to the association, for the
464	payment of any association expenses.
465	(b) A person who uses a debit card issued in the name of
466	the association, or billed directly to the association, for any
467	expense that is not a lawful obligation of the association
468	commits theft as provided under s. 812.014.
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470	For the purposes of this subsection, the term "lawful obligation
471	of the association" means an obligation that has been properly
472	preapproved by the board and is reflected in the meeting minutes
473	or the written budget.
474	(14) REQUIREMENT TO PROVIDE AN ACCOUNTINGA parcel owner
475	may make a written request to the board for a detailed
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476 accounting of any amounts he or she owes to the association 477 related to the parcel, and the board shall provide such information within 15 business days after receipt of the written 478 479 request. After a parcel owner makes such written request to the 480 board, he or she may not request another detailed accounting for 481 at least 90 calendar days. Failure by the board to respond 482 within 15 business days to a written request for a detailed 483 accounting constitutes a complete waiver of any outstanding 484 fines of the person who requested such accounting which are more 485 than 30 days past due and for which the association has not 486 given prior written notice of the imposition of the fines. 487

Section 4. Subsections (1) and (3) and paragraph (a) of subsection (4) of section 720.3033, Florida Statutes, are amended to read:

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720.3033 Officers and directors.-

491 (1) (a) Within 90 days after being elected or appointed to 492 the board, each director shall certify in writing to the 493 secretary of the association that he or she has read the 494 association's declaration of covenants, articles of 495 incorporation, bylaws, and current written rules and policies; 496 that he or she will work to uphold such documents and policies 497 to the best of his or her ability; and that he or she will 498 faithfully discharge his or her fiduciary responsibility to the 499 association's members. Within 90 days after being elected or 500 appointed to the board, in lieu of such written certification, 501 the newly elected or appointed director must may submit a 502 certificate of having satisfactorily completed the educational 503 curriculum administered by a department-approved division-504 approved education provider.

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505 1. The newly elected or appointed director must complete 506 the department-approved education for newly elected or appointed 507 directors within 90 days after being elected or appointed. 508 2. The certificate of completion is valid for a up to 4 509 years. 510 3. A director must complete the education specific to newly 511 elected or appointed directors at least every 4 years. 512 4. The department-approved educational curriculum specific 513 to newly elected or appointed directors must include training 514 relating to financial literacy and transparency, recordkeeping, 515 levying of fines, and notice and meeting requirements. 516 5. In addition to the educational curriculum specific to 517 newly elected or appointed directors: 518 a. A director of an association that has fewer than 2,500 519 parcels must complete at least 4 hours of continuing education 520 annually. 521 b. A director of an association that has 2,500 parcels or 522 more must complete at least 8 hours of continuing education 523 annually within 1 year before or 90 days after the date of 524 election or appointment. (b) The written certification or educational certificate is 525 526 valid for the uninterrupted tenure of the director on the board. 527 A director who does not timely file the written certification or 528 educational certificate is shall be suspended from the board 529 until he or she complies with the requirement. The board may 530 temporarily fill the vacancy during the period of suspension. 531 (c) The association shall retain each director's written 532 certification or educational certificate for inspection by the 533 members for 5 years after the director's election. However, the

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534 failure to have the written certification or educational 535 certificate on file does not affect the validity of any board 536 action.

(d) The department shall adopt rules to implement and administer the educational curriculum and continuing education requirements under this subsection.

540 (3) An officer, a director, or a manager may not solicit, 541 offer to accept, or accept a kickback. As used in this subsection, the term "kickback" means any thing or service of 542 543 value for which consideration has not been provided for an 544 officer's, a director's, or a manager's his or her benefit or 545 for the benefit of a member of his or her immediate family from 546 any person providing or proposing to provide goods or services 547 to the association. An officer, a director, or a manager who 548 knowingly solicits, offers to accept, or accepts a any thing or service of value or kickback commits a felony of the third 549 550 degree, punishable as provided in s. 775.082, 775.083, or s. 775.084, and for which consideration has not been provided for 551 552 his or her own benefit or that of his or her immediate family 553 from any person providing or proposing to provide goods or 554 services to the association is subject to monetary damages under 555 s. 617.0834. If the board finds that an officer or a director 556 has violated this subsection, the board must shall immediately 557 remove the officer or director from office. The vacancy shall be 558 filled according to law until the end of the officer's or 559 director's term of office. However, an officer, a director, or a 560 manager may accept food to be consumed at a business meeting 561 with a value of less than \$25 per individual or a service or 562 good received in connection with trade fairs or education

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563 programs. 564 (4) (a) A director or an officer charged by information or indictment with any of the following crimes must be removed from 565 566 office and a vacancy declared: 567 1. Forgery of a ballot envelope or voting certificate used 568 in a homeowners' association election as provided in s. 831.01. 569 2. Theft or embezzlement involving the association's funds 570 or property as provided in s. 812.014. 571 3. Destruction of or the refusal to allow inspection or 572 copying of an official record of a homeowners' association which 573 is accessible to parcel owners within the time periods required 574 by general law, in furtherance of any crime. Such act 575 constitutes tampering with physical evidence as provided in s. 576 918.13. 577 4. Obstruction of justice as provided in chapter 843. 578 5. Any criminal violation under this chapter. 579 Section 5. Subsections (1) and (4) of section 720.3035, 580 Florida Statutes, are amended to read: 581 720.3035 Architectural control covenants; parcel owner 582 improvements; rights and privileges.-583 (1) (a) The authority of an association or any 584 architectural, construction improvement, or other such similar 585 committee of an association to review and approve plans and 586 specifications for the location, size, type, or appearance of 587 any structure or other improvement on a parcel, or to enforce 588 standards for the external appearance of any structure or 589 improvement located on a parcel, shall be permitted only to the 590 extent that the authority is specifically stated or reasonably inferred as to such location, size, type, or appearance in the 591

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592	declaration of covenants or other published guidelines and
593	standards authorized by the declaration of covenants. <u>An</u>
594	association or any architectural, construction improvement, or
595	similar committee of an association must reasonably and
596	equitably apply and enforce on all parcel owners the
597	architectural and construction improvement standards authorized
598	by the declaration of covenants or other published guidelines
599	and standards authorized by the declaration of covenants.
600	(b) An association or any architectural, construction
601	improvement, or other such similar committee of an association
602	may not enforce or adopt a covenant, rule, or guideline that:
603	1. Limits or places requirements on the interior of a
604	structure that is not visible from the parcel's frontage or an
605	adjacent parcel, an adjacent common area, or a community golf
606	course.
607	2. Requires the review and approval of plans and
608	specifications for a central air-conditioning, refrigeration,
609	heating, or ventilating system by the association or any
610	architectural, construction improvement, or other such similar
611	committee of an association, if such system is not visible from
612	the parcel's frontage, an adjacent parcel, an adjacent common
613	area, or a community golf course and is substantially similar to
614	a system that is approved or recommended by the association or a
615	committee thereof.
616	(4) <u>(a)</u> Each parcel owner <u>is</u> shall be entitled to the rights
617	and privileges set forth in the declaration of covenants or

618 other published guidelines and standards authorized by the 619 declaration of covenants concerning the architectural use of the 620 parcel, and the construction of permitted structures and

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621 improvements on the parcel. and Such rights and privileges may 622 shall not be unreasonably infringed upon or impaired by the 623 association or any architectural, construction improvement, or other such similar committee of the association. If the 624 625 association or any architectural, construction improvement, or 626 other such similar committee of the association denies a parcel 627 owner's request or application for the construction of a 628 structure or other improvement on a parcel, the association or 62.9 committee must provide written notice to the parcel owner 630 stating with specificity the rule or covenant on which the 631 association or committee relied when denying the request or 632 application and the specific aspect or part of the proposed 633 improvement that does not conform to such rule or covenant.

634 (b) If the association or any architectural, construction 635 improvement, or other such similar committee of the association 636 should unreasonably, knowingly, and willfully infringe upon or 637 impair the rights and privileges set forth in the declaration of 638 covenants or other published quidelines and standards authorized 639 by the declaration of covenants, the adversely affected parcel 640 owner is shall be entitled to recover damages caused by such 641 infringement or impairment, including any costs and reasonable 642 attorney attorney's fees incurred in preserving or restoring the 643 rights and privileges of the parcel owner set forth in the 644 declaration of covenants or other published guidelines and 645 standards authorized by the declaration of covenants.

646 Section 6. Section 720.3045, Florida Statutes, is amended 647 to read:

648 720.3045 Installation, display, and storage of items.
649 Regardless of any covenants, restrictions, bylaws, rules, or

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650 requirements of an association, and unless prohibited by general 651 law or local ordinance, an association may not restrict parcel 652 owners or their tenants from installing, displaying, or storing 653 any items on a parcel which are not visible from the parcel's 654 frontage or an adjacent parcel, an adjacent common area, or a 655 community golf course, including, but not limited to, artificial 656 turf, boats, flags, vegetable gardens, clotheslines, and 657 recreational vehicles.

Section 7. Present paragraph (e) of subsection (2) of section 720.305, Florida Statutes, is redesignated as paragraph (f) and amended, a new paragraph (e) and paragraph (g) are added to that subsection, subsection (7) is added to that section, and paragraphs (b) and (d) of subsection (2) of that section are amended, to read:

720.305 Obligations of members; remedies at law or in equity; levy of fines and suspension of use rights.-

666 (2) An association may levy reasonable fines for violations 667 of the declaration, association bylaws, or reasonable rules of 668 the association. A fine may not exceed \$100 per violation 669 against any member or any member's tenant, guest, or invitee for 670 the failure of the owner of the parcel or its occupant, 671 licensee, or invitee to comply with any provision of the 672 declaration, the association bylaws, or reasonable rules of the association unless otherwise provided in the governing 673 674 documents. A fine may be levied by the board for each day of a 675 continuing violation, with a single notice and opportunity for 676 hearing, except that the fine may not exceed \$1,000 in the 677 aggregate unless otherwise provided in the governing documents. A fine of less than \$1,000 may not become a lien against a 678

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parcel. In any action to recover a fine, the prevailing party is
entitled to reasonable attorney fees and costs from the
nonprevailing party as determined by the court.

682 (b) A fine or suspension levied by the board of 683 administration may not be imposed unless the board first 684 provides at least 14 days' written notice of the parcel owner's 685 right to a hearing to the parcel owner at his or her designated 686 mailing or e-mail address in the association's official records 687 and, if applicable, to any occupant, licensee, or invitee of the 688 parcel owner, sought to be fined or suspended. Such and a hearing <u>must be held within 90 days after</u> issuance of the notice 689 690 before a committee of at least three members appointed by the 691 board who are not officers, directors, or employees of the 692 association, or the spouse, parent, child, brother, or sister of 693 an officer, director, or employee. The committee may hold the hearing by telephone or other electronic means. The notice must 694 include a description of the alleged violation; the specific 695 696 action required to cure such violation, if applicable; and the hearing date, and location, and access information if held by 697 698 telephone or other electronic means of the hearing. A parcel 699 owner has the right to attend a hearing by telephone or other 700 electronic means.

(d) <u>Within 7 days</u> after the hearing, the committee shall provide written notice to the parcel owner at his or her designated mailing or e-mail address in the association's official records and, if applicable, any occupant, licensee, or invitee of the parcel owner, of the committee's findings related to the violation, including any applicable fines or suspensions that the committee approved or rejected, and how the parcel

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708 owner or any occupant, licensee, or invitee of the parcel owner 709 may cure the violation, if applicable, or fulfill a suspension, 710 or the date by which a fine must be paid.

(e) If a violation has been cured before the hearing or in the manner specified in the written notice required in paragraph (b) or paragraph (d), a fine or suspension may not be imposed.

(f) (e) If a violation is not cured and the proposed fine or suspension levied by the board is approved by the committee by a majority vote, the <u>committee must set a date by which the fine</u> <u>must be paid</u>, which date must be at least 30 days after delivery of the written notice required in paragraph (d). Attorney fees and costs may not be awarded against the parcel owner based on actions taken by the board before the date set for the fine to be paid.

(g) If a violation and the proposed fine or suspension levied by the board is approved by the committee and the violation is not cured or the fine is not paid per the written notice required in paragraph (d), reasonable attorney fees and costs may be awarded to the association. Attorney fees and costs may not begin to accrue until after the date noticed for payment under paragraph (d) and the time for an appeal has expired.

(7) Notwithstanding any provision to the contrary in an association's governing documents, an association may not levy a fine or impose a suspension for any of the following:

(a) Leaving garbage receptacles at the curb or end of the driveway within 24 hours before or after the designated garbage collection day or time.

(b) Leaving holiday decorations or lights on a structure or other improvement on a parcel longer than indicated in the

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737	governing documents, unless such decorations or lights are left
738	up for longer than 1 week after the association provides written
739	notice of the violation to the parcel owner fine payment is due
740	5 days after notice of the approved fine required under
741	paragraph (d) is provided to the parcel owner and, if
742	applicable, to any occupant, licensee, or invitee of the parcel
743	owner. The association must provide written notice of such fine
744	or suspension by mail or hand delivery to the parcel owner and,
745	if applicable, to any occupant, licensee, or invitee of the
746	parcel owner.
747	Section 8. Section 720.3065, Florida Statutes, is amended
748	to read:
749	720.3065 Fraudulent voting activities relating to
750	association elections; penalties
751	(1) A person who engages in Each of the following acts <u>of</u>
752	is a fraudulent voting activity relating to association
753	elections <u>commits</u> and constitutes a misdemeanor of the first
754	degree, punishable as provided in s. 775.082 or s. 775.083:
755	<u>(a)</u> Willfully and falsely swearing to or affirming an
756	oath or affirmation, or willfully procuring another person to
757	falsely swear to or affirm an oath or affirmation, in connection
758	with or arising out of voting activities.
759	<u>(b)</u> Perpetrating or attempting to perpetrate, or aiding
760	in the perpetration of, fraud in connection with a vote cast, to
761	be cast, or attempted to be cast.
762	<u>(c)(3)</u> Preventing a member from voting or preventing a
763	member from voting as he or she intended by fraudulently
764	changing or attempting to change a ballot, ballot envelope,
765	vote, or voting certificate of the member.

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766 (d) (4) Menacing, threatening, or using bribery or any other 767 corruption to attempt, directly or indirectly, to influence, 768 deceive, or deter a member when the member is voting. 769 (e) (5) Giving or promising, directly or indirectly, 770 anything of value to another member with the intent to buy the 771 vote of that member or another member or to corruptly influence 772 that member or another member in casting his or her vote. This 773 paragraph subsection does not apply to any food served which is 774 to be consumed at an election rally or a meeting or to any item 775 of nominal value which is used as an election advertisement, 776 including a campaign message designed to be worn by a member. 777 (f) (6) Using or threatening to use, directly or indirectly, 778 force, violence, or intimidation or any tactic of coercion or 779 intimidation to induce or compel a member to vote or refrain 780 from voting in an election or on a particular ballot measure. 781 (2) Each of the following acts constitutes a misdemeanor of 782 the first degree, punishable as provided in s. 775.082 or s. 783 775.083: 784 (a) Knowingly aiding, abetting, or advising a person in the 785 commission of a fraudulent voting activity related to 786 association elections. 787 (b) Agreeing, conspiring, combining, or confederating with 788 at least one other person to commit a fraudulent voting activity 789 related to association elections. 790 (c) Having knowledge of a fraudulent voting activity related to association elections and giving any aid to the 791 792 offender with intent that the offender avoid or escape 793 detection, arrest, trial, or punishment. 794

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795	This subsection does not apply to a licensed attorney giving
796	legal advice to a client.
797	Section 9. Subsection (3) of section 720.3075, Florida
798	Statutes, is amended, and paragraph (c) is added to subsection
799	(4) of that section, to read:
800	720.3075 Prohibited clauses in association documents
801	(3) Homeowners' association documents, including
802	declarations of covenants, articles of incorporation, or bylaws,
803	may not preclude <u>:</u>
804	(a) The display of up to two portable, removable flags as
805	described in s. 720.304(2)(a) by property owners. However, all
806	flags must be displayed in a respectful manner consistent with
807	the requirements for the United States flag under 36 U.S.C.
808	chapter 10.
809	(b) A property owner or a tenant, a guest, or an invitee of
810	the property owner from parking his or her personal vehicle,
811	including a pickup truck, in the property owner's driveway, or
812	in any other area at which the property owner or the property
813	owner's tenant, guest, or invitee has a right to park as
814	governed by state, county, and municipal regulations. The
815	homeowners' association documents, including declarations of
816	covenants, articles of incorporation, or bylaws, may not
817	prohibit, regardless of any official insignia or visible
818	designation, a property owner or a tenant, a guest, or an
819	invitee of the property owner from parking his or her work
820	vehicle, which is not a commercial motor vehicle as defined in
821	s. 320.01(25), in the property owner's driveway.
822	(c) A property owner from inviting, hiring, or allowing
823	entry to a contractor or worker on the owner's parcel solely

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824	because the contractor or worker is not on a preferred vendor
825	list of the association. Additionally, homeowners' association
826	documents may not preclude a property owner from inviting,
827	hiring, or allowing entry to a contractor or worker on his or
828	her parcel solely because the contractor or worker does not have
829	a professional or an occupational license. The association may
830	not require a contractor or worker to present or prove
831	possession of a professional or an occupational license to be
832	allowed entry onto a property owner's parcel.
833	(d) Operating a vehicle that is not a commercial motor
834	vehicle as defined in s. 320.01(25) in conformance with state
835	traffic laws, on public roads or rights-of-way or the property
836	owner's parcel.
837	Section 10. Subsection (3) of section 720.3085, Florida
838	Statutes, are amended to read:
839	720.3085 Payment for assessments; lien claims
840	(3) Assessments and installments on assessments that are
841	not paid when due bear interest from the due date until paid at
842	the rate provided in the declaration of covenants or the bylaws
843	of the association, which rate may not exceed the rate allowed
844	by law. If no rate is provided in the declaration or bylaws,
845	simple interest accrues at the rate of 18 percent per year.
846	Notwithstanding the declaration or bylaws, compound interest may
847	not accrue on assessments and installments on assessments that
848	are not paid when due.
849	(a) If the declaration or bylaws so provide, the
850	association may also charge an administrative late fee not to
851	exceed the greater of \$25 or 5 percent of the amount of each
852	installment that is paid past the due date.

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853 (b) Any payment received by an association and accepted 854 shall be applied first to any interest accrued, then to any 855 administrative late fee, then to any costs and reasonable 856 attorney fees incurred in collection, and then to the delinquent 857 assessment. This paragraph applies notwithstanding any 858 restrictive endorsement, designation, or instruction placed on 859 or accompanying a payment. A late fee is not subject to the 860 provisions of chapter 687 and is not a fine. The foregoing is applicable notwithstanding s. 673.3111, any purported accord and 861 862 satisfaction, or any restrictive endorsement, designation, or 863 instruction placed on or accompanying a payment. The preceding 864 sentence is intended to clarify existing law.

(c)1. If an association sends out an invoice for assessments or a parcel's statement of the account described in $\frac{s.720.303(4)(a)10.b.}{s.720.303(4)(j)2.}$, the invoice for assessments or the parcel's statement of account must be delivered to the parcel owner by first-class United States mail or by electronic transmission to the parcel owner's e-mail address maintained in the association's official records.

872 2. Before changing the method of delivery for an invoice 873 for assessments or the statement of the account, the association 874 must deliver a written notice of such change to each parcel 875 owner. The written notice must be delivered to the parcel owner at least 30 days before the association sends the invoice for 876 877 assessments or the statement of the account by the new delivery 878 method. The notice must be sent by first-class United States 879 mail to the owner at his or her last address as reflected in the 880 association's records and, if such address is not the parcel 881 address, must be sent by first-class United States mail to the

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882 parcel address. Notice is deemed to have been delivered upon 883 mailing as required by this subparagraph.

3. A parcel owner must affirmatively acknowledge his or her understanding that the association will change its method of delivery of the invoice for assessments or the statement of the account before the association may change the method of delivering an invoice for assessments or the statement of account. The parcel owner may make the affirmative acknowledgment electronically or in writing.

891 (d) An association may not require payment of attorney fees 892 related to a past due assessment without first delivering a 893 written notice of late assessment to the parcel owner which 894 specifies the amount owed the association and provides the 895 parcel owner an opportunity to pay the amount owed without the 896 assessment of attorney fees. The notice of late assessment must 897 be sent by first-class United States mail to the owner at his or 898 her last address as reflected in the association's records and, 899 if such address is not the parcel address, must also be sent by 900 first-class United States mail to the parcel address. Notice is 901 deemed to have been delivered upon mailing as required by this 902 paragraph. A rebuttable presumption that an association mailed a 903 notice in accordance with this paragraph is established if a 904 board member, officer, or agent of the association, or a manager 905 licensed under part VIII of chapter 468, provides a sworn 906 affidavit attesting to such mailing. The notice must be in 907 substantially the following form:

NOTICE OF LATE ASSESSMENT

RE: Parcel of ... (name of association)...

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911	The following amounts are currently due on your
912	account to(name of association), and must be
913	paid within 30 days after the date of this letter.
914	This letter shall serve as the association's notice to
915	proceed with further collection action against your
916	property no sooner than 30 days after the date of this
917	letter, unless you pay in full the amounts set forth
918	below:
919	Maintenance due(dates) \$
920	Late fee, if applicable \$
921	Interest through(dates)* \$
922	TOTAL OUTSTANDING \$
923	*Interest accrues at the rate of percent per
924	annum.
925	
926	Section 11. Section 720.317, Florida Statutes, is amended
927	to read:
928	720.317 Electronic voting
929	(1) The association may conduct elections and other
930	membership votes through an Internet-based online voting system
931	if a member consents, <u>electronically or</u> in writing, to online
932	voting and if the following requirements are met:
933	(a) (1) The association provides each member with:
934	1.(a) A method to authenticate the member's identity to the
935	online voting system.
936	<u>2.(b)</u> A method to confirm, at least 14 days before the
937	voting deadline, that the member's electronic device can
938	successfully communicate with the online voting system.
939	3.(c) A method that is consistent with the election and

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voting procedures in the association's bylaws.

941 (b) (2) The association uses an online voting system that 942 is: 943 1. (a) Able to authenticate the member's identity. 944 2.(b) Able to authenticate the validity of each electronic 945 vote to ensure that the vote is not altered in transit. 946 3.(c) Able to transmit a receipt from the online voting 947 system to each member who casts an electronic vote. 948 4.(d) Able to permanently separate any authentication or 949 identifying information from the electronic election ballot, 950 rendering it impossible to tie an election ballot to a specific 951 member. This subparagraph paragraph only applies if the 952 association's bylaws provide for secret ballots for the election 953 of directors. 954 5.(c) Able to store and keep electronic ballots accessible 955 to election officials for recount, inspection, and review 956 purposes. 957 (2) (3) A member voting electronically pursuant to this 958 section shall be counted as being in attendance at the meeting 959 for purposes of determining a quorum. (3) (4) This section applies to an association that provides 960 961 for and authorizes an online voting system pursuant to this 962 section by a board resolution. The board resolution must provide 963 that members receive notice of the opportunity to vote through 964 an online voting system, must establish reasonable procedures

965 and deadlines for members to consent, <u>electronically or</u> in 966 writing, to online voting, and must establish reasonable 967 procedures and deadlines for members to opt out of online voting 968 after giving consent. Written notice of a meeting at which the

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969 board resolution regarding online voting will be considered must 970 be mailed, delivered, or electronically transmitted to the unit 971 owners and posted conspicuously on the condominium property or 972 association property at least 14 days before the meeting. 973 Evidence of compliance with the 14-day notice requirement must 974 be made by an affidavit executed by the person providing the 975 notice and filed with the official records of the association. 976 (4) (5) A member's consent to online voting is valid until 977 the member opts out of online voting pursuant to the procedures 978 established by the board of administration under subsection (3) 979 pursuant to subsection (4). 980 (5) (6) This section may apply to any matter that requires a 981 vote of the members. 982 Section 12. Section 720.318, Florida Statutes, is amended 983 to read: 720.318 First responder Law enforcement vehicles.-An 984 985 association may not prohibit a first responder law enforcement officer, as defined in s. 112.1815(1) s. 943.10(1), who is a 986 987 parcel owner, or who is a tenant, quest, or invitee of a parcel 988 owner, from parking his or her assigned first responder law 989 enforcement vehicle in an area where the parcel owner, or the 990 tenant, quest, or invitee of the parcel owner, otherwise has a 991 right to park, including on public roads or rights-of-way. 992 Section 13. This act shall take effect July 1, 2024. 993 994 995 And the title is amended as follows: 996 Delete everything before the enacting clause 997 and insert:

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998 A bill to be entitled 999 An act relating to homeowners' associations; amending 1000 s. 468.4334, F.S.; providing requirements for certain 1001 community association managers and community 1002 association management firms; amending s. 468.4337, 1003 F.S.; requiring certain community association managers 1004 to take a specific number of hours of continuing 1005 education biennially; amending s. 720.303, F.S.; requiring that official records of a homeowners' 1006 1007 association be maintained for a certain number of years; requiring certain associations to post certain 1008 1009 documents on its website or make available such 1010 documents through an application by a date certain; 1011 providing requirements for an association's website or 1012 application; requiring an association to provide 1013 certain information to parcel owners upon request; 1014 requiring an association to ensure certain information 1015 and records are not accessible on the website or 1016 application; providing that an association or its 1017 agent is not liable for the disclosure of certain 1018 information; requiring an association to adopt certain 1019 rules; providing criminal penalties; defining the term 1020 "repeatedly"; requiring an association to provide or 1021 make available subpoenaed records within a certain 1022 timeframe; requiring an association to assist in a law 1023 enforcement investigation as allowed by law; requiring 1024 that certain associations prepare audited financial 1025 statements; prohibiting associations from preparing 1026 financial statements for consecutive years;

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1027 prohibiting an association and certain persons from 1028 using specified debit cards for payment of association 1029 expenses; providing a criminal penalty; defining the 1030 term "lawful obligation of the association"; requiring 1031 a detailed accounting of amounts due to the 1032 association be given to certain persons within a 1033 certain timeframe upon written request; limiting how 1034 often certain persons may request from the board a 1035 detailed accounting; providing for a waiver of 1036 outstanding fines which are more than a specified 1037 timeframe past due under certain circumstances; making 1038 technical changes; amending s. 720.3033, F.S.; 1039 providing education requirements for newly elected or 1040 appointed directors; providing requirements for the 1041 educational curriculum; requiring certain directors to 1042 complete a certain number of hours of continuing 1043 education annually; requiring the Department of Business and Professional Regulation to adopt certain 1044 1045 rules; defining the term "kickback"; providing 1046 criminal penalties for certain actions by an officer, 1047 a director, or a manager of an association; providing that a vacancy is declared if a director or an officer 1048 1049 is charged by information or indictment with certain 1050 crimes; making technical changes; amending s. 1051 720.3035, F.S.; requiring an association or any 1052 architectural, construction improvement, or other such 1053 similar committee of an association to apply and 1054 enforce certain standards reasonably and equitably; 1055 prohibiting an association or certain committees of

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1056 the association from enforcing or adopting certain 1057 covenants, rules, or guidelines; requiring an 1058 association or any architectural, construction 1059 improvement, or other such similar committee of an 1060 association to provide certain written notice to a 1061 parcel owner; amending s. 720.3045, F.S.; authorizing 1062 parcel owners or their tenants to install, display, or 1063 store clotheslines and vegetable gardens under certain 1064 circumstances; conforming to a provision made by this 1065 act; amending s. 720.305, F.S.; specifying the manner 1066 in which fines, suspensions, attorney fees, and costs 1067 are determined; requiring that certain notices be 1068 provided to parcel owners and, if applicable, an 1069 occupant, a licensee, or an invitee of the parcel 1070 owner; requiring that certain hearings be held within 1071 a specified timeframe and authorizing such hearings to 1072 be held by telephone or other electronic means; 1073 prohibiting a fine or suspension from being imposed if 1074 a violation has been cured before the hearing; 1075 requiring the committee to set a hearing no later than 1076 a specified timeframe if a violation is not cured; 1077 prohibiting attorney fees and costs from being awarded 1078 against a parcel owner based on certain actions by the 1079 board before the date the fine is to be paid; 1080 prohibiting an association from levying a fine or imposing a suspension for certain actions; amending s. 1081 1082 720.3065, F.S.; providing criminal penalties for 1083 certain voting violations; providing applicability; making technical changes; amending s. 720.3075, F.S.; 1084

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1085 prohibiting certain homeowners' association documents 1086 from precluding property owners from taking, limiting, or requiring certain actions; amending s. 720.3085, 1087 1088 F.S.; specifying when a lien is effective for 1089 mortgages of record; deleting provisions relating to 1090 the priority of certain liens, mortgages, or certified 1091 judgments; specifying that simple interest accrues on 1092 assessments and installments on assessments that are 1093 not paid when due; providing that assessments and 1094 installments on assessments may not accrue compound 1095 interest; amending s. 720.317, F.S.; authorizing a 1096 member to consent electronically to online voting if 1097 certain conditions are met; amending s. 720.318, F.S.; 1098 authorizing a law enforcement officer to park his or 1099 her assigned law enforcement vehicle on public roads 1100 and rights-of-way; providing an effective date.