Bill No. HB 7119 (2013)

Amendment No. 1

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COMMITTEE/SUBCOMMITTEE	ACTION
ADOPTED	(Y/N)
ADOPTED AS AMENDED	(Y/N)
ADOPTED W/O OBJECTION	(Y/N)
FAILED TO ADOPT	(Y/N)
WITHDRAWN	(Y/N)
OTHER	

Committee/Subcommittee hearing bill: Judiciary Committee Representative La Rosa offered the following:

# Amendment (with title amendment)

Remove everything after the enacting clause and insert: Section 1. Paragraph (b) of subsection (2) of section 468.436, Florida Statutes, is amended to read:

468.436 Disciplinary proceedings.-

9 (2) The following acts constitute grounds for which the10 disciplinary actions in subsection (4) may be taken:

(b)1. Violation of any provision of this part.

12 2. Violation of any lawful order or rule rendered or13 adopted by the department or the council.

3. Being convicted of or pleading nolo contendere to afelony in any court in the United States.

4. Obtaining a license or certification or any other
 order, ruling, or authorization by means of fraud,
 misrepresentation, or concealment of material facts.

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM Page 1 of 21

Bill No. HB 7119 (2013)

19 5. Committing acts of gross misconduct or gross negligence20 in connection with the profession.

Contracting, on behalf of an association, with any
entity in which the licensee has a financial interest that is
not disclosed.

24 <u>7. Failing to report to the division as required in s.</u> 25 720.303(13).

26 <u>8. Violating any provision of chapters 718, 719, or 720</u>
 27 <u>during the course of performing community association management</u>
 28 <u>services pursuant to a contract with a community association.</u>

Section 2. Paragraph (m) is added to subsection (4), Subsection (5) and paragraph (d) of subsection (6) of section 720.303, Florida Statutes, are amended, and subsection (13) is added to that section, to read:

33 720.303 Association powers and duties; meetings of board; 34 official records; budgets; financial reporting; association 35 funds; recalls.-

36 (4) OFFICIAL RECORDS.—The association shall maintain each 37 of the following items, when applicable, which constitute the 38 official records of the association:

39 (m) A copy of the association internal dispute resolution 40 procedure.

(5) INSPECTION AND COPYING OF RECORDS.-The official
records shall be maintained within the state <u>for at least 7</u>
<u>years</u> and <u>shall be made available to a parcel owner for</u>
<u>inspection or photocopying within 45 miles of the community or</u>
<u>within the county in which the association is located within 10</u>
<u>business days after receipt by the board or its designee of a</u>

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM

Amendment No. 1

Page 2 of 21

Bill No. HB 7119 (2013)

Amendment No. 1 47 written request must be open to inspection and available for 48 photocopying by members or their authorized agents at reasonable 49 times and places within 10 business days after receipt of a 50 written request for access. This subsection may be complied with 51 by having a copy of the official records available for 52 inspection or copying in the community or, at the option of the 53 association, by making the records available to a parcel owner 54 electronically via the Internet or by allowing the records to be 55 viewed in electronic format on a computer screen and printed 56 upon request. If the association has a photocopy machine available where the records are maintained, it must provide 57 parcel owners with copies on request during the inspection if 58 59 the entire request is limited to no more than 25 pages. An 60 association shall allow a member or his or her authorized representative to use a portable device, including a smartphone, 61 62 tablet, portable scanner, or any other technology capable of 63 scanning or taking photographs, to make an electronic copy of 64 the official records in lieu of providing the member or his or 65 her authorized representative with a copy of such records. The 66 association may not charge a fee to a member or his or her 67 authorized representative for such use of a portable device. 68 The failure of an association to provide access to the (a) records within 10 business days after receipt of a written 69 70 request submitted by certified mail, return receipt requested,

71 creates a rebuttable presumption that the association willfully 72 failed to comply with this subsection.

(b) A member who is denied access to official records isentitled to the actual damages or minimum damages for the

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM

Page 3 of 21

Bill No. HB 7119 (2013)

75 association's willful failure to comply with this subsection. 76 The minimum damages are to be \$50 per calendar day up to 10 77 days, the calculation to begin on the 11th business day after 78 receipt of the written request.

79 (C) The association may adopt reasonable written rules 80 governing the frequency, time, location, notice, records to be 81 inspected, and manner of inspections, but may not require a 82 parcel owner to demonstrate any proper purpose for the inspection, state any reason for the inspection, or limit a 83 84 parcel owner's right to inspect records to less than one 8-hour 85 business day per month. The association may impose fees to cover the costs of providing copies of the official records $_{\overline{r}}$ 86 including, without limitation, the costs of copying. and the 87 88 costs required for personnel to retrieve and copy the records if 89 retrieving the records exceeds one-half hour and if the 90 personnel costs do not exceed \$20 per hour. No personnel costs 91 may be charged for records requests that result in 25 or fewer 92 pages. The association may charge up to 25 50 cents per page for 93 copies made on the association's photocopier. If the 94 association does not have a photocopy machine available where 95 the records are kept, or if the records requested to be copied 96 exceed 25 pages in length, the association may have copies made 97 by an outside duplicating service vendor or association management company personnel and may charge the actual cost of 98 99 copying, as supported by the vendor invoice including any reasonable costs involving personnel fees and charges at an 100 101 hourly rate for vendor or employee time to cover administrative 102 costs to the vendor or association. The association shall

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM

Amendment No. 1

Page 4 of 21

Bill No. HB 7119 (2013)

Amendment No. 1

103 maintain an adequate number of copies of the recorded governing 104 documents, to ensure their availability to members and 105 prospective members. Notwithstanding this paragraph, the 106 following records are not accessible to members or parcel 107 owners:

108 Any record protected by the lawyer-client privilege as 1. 109 described in s. 90.502 and any record protected by the work-110 product privilege, including, but not limited to, a record 111 prepared by an association attorney or prepared at the 112 attorney's express direction which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney 113 114 or the association and which was prepared exclusively for civil or criminal litigation or for adversarial administrative 115 116 proceedings or which was prepared in anticipation of such litigation or proceedings until the conclusion of the litigation 117 118 or proceedings.

119 2. Information obtained by an association in connection 120 with the approval of the lease, sale, or other transfer of a 121 parcel.

3. Personnel records of the association's employees, including, but not limited to, disciplinary, payroll, health, and insurance records. For purposes of this subparagraph, the term "personnel records" does not include written employment agreements with an association employee or budgetary or financial records that indicate the compensation paid to an association employee.

Medical records of parcel owners or community
 residents.

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM Page 5 of 21

Bill No. HB 7119 (2013)

131 Social security numbers, driver's license numbers, 5. credit card numbers, electronic mailing addresses, telephone 132 133 numbers, facsimile numbers, emergency contact information, any 134 addresses for a parcel owner other than as provided for 135 association notice requirements, and other personal identifying 136 information of any person, excluding the person's name, parcel 137 designation, mailing address, and property address. However, an 138 owner may consent in writing to the disclosure of protected information described in this subparagraph. The association is 139 140 not liable for the disclosure of information that is protected under this subparagraph if the information is included in an 141 official record of the association and is voluntarily provided 142 by an owner and not requested by the association. 143

144 6. Any electronic security measure that is used by the145 association to safeguard data, including passwords.

146 7. The software and operating system used by the 147 association which allows the manipulation of data, even if the 148 owner owns a copy of the same software used by the association. 149 The data is part of the official records of the association.

The association or its authorized agent is not 150 (d) 151 required to provide a prospective purchaser or lienholder with 152 information about the residential subdivision or the association 153 other than information or documents required by this chapter to 154 be made available or disclosed. The association or its 155 authorized agent may charge a reasonable fee to the prospective 156 purchaser or lienholder or the current parcel owner or member 157 for providing good faith responses to requests for information 158 by or on behalf of a prospective purchaser or lienholder, other

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM

Amendment No. 1

Page 6 of 21

Bill No. HB 7119 (2013)

Amendment No. 1

159 than that required by law, if the fee does not exceed \$150 plus 160 the reasonable cost of photocopying and any attorney's fees 161 incurred by the association in connection with the response.

(6) BUDGETS.-

162

163 (d) An association is deemed to have provided for reserve 164 accounts if reserve accounts have been initially established by 165 the developer or if the membership of the association 166 affirmatively elects to provide for reserves. If reserve accounts are established by the developer, the budget must 167 168 designate the components for which the reserve accounts are 169 established. If reserve accounts are not initially provided by 170 the developer, the membership of the association may elect to do so upon the affirmative approval of a majority of the total 171 172 voting interests of the association. Such approval may be 173 obtained by vote of the members at a duly called meeting of the 174 membership or by the written consent of a majority of the total 175 voting interests of the association. The approval action of the 176 membership must state that reserve accounts shall be provided 177 for in the budget and must designate the components for which 178 the reserve accounts are to be established. Upon approval by the 179 membership, the board of directors shall include the required 180 reserve accounts in the budget in the next fiscal year following the approval and each year thereafter. Once established as 181 provided in this subsection, the reserve accounts must be funded 182 or maintained or have their funding waived in the manner 183 provided in paragraph (f). 184

185 186 (13) REPORTING REQUIREMENT.—The community association manager, or the association when there is no community

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM Page 7 of 21

Bill No. HB 7119 (2013) Amendment No. 1 187 association manager, shall report to the division by November 188 22, 2013, and annually thereafter, in a manner and form 189 prescribed by the division. 190 (a) The report shall include the association's: 191 1. Legal name. 192 2. Federal employer identification number. 193 3. Mailing and physical addresses. 194 4. Total number of parcels. 5. Total amount of revenues and expenses from the 195 196 association's annual budget. 197 (b) For associations in which control of the association 198 has not been transitioned to nondeveloper members, as set forth 199 in s. 720.307, the report shall also include the developer's: 200 1. Legal name. 201 2. Mailing address. 3. Total number of parcels owned on the date of reporting. 202 203 (c) By October 1, 2013, the department shall establish and 204 implement a registration system through an Internet website that 205 provides for the reporting requirements of paragraphs (a) and 206 (b). 207 (d) The department shall prepare an annual report of the 208 data reported pursuant to this subsection and present it to the 209 Governor, the President of the Senate, and the Speaker of the House of Representatives by December 1, 2013, and each year 210 211 thereafter. 212 (e) The department may adopt rules pursuant to ss. 120.536(1) and 120.54 to implement the provisions of this 213 214 subsection. 110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM

Page 8 of 21

Bill No. HB 7119 (2013)

215	Amendment No. 1 (f) This subsection shall stand repealed on July 1, 2016,
216	unless reenacted by the Legislature.
217	Section 3. Section 720.3033, Florida Statutes, is created
218	to read:
219	720.3033 Officers and directors
220	(1)(a) Within 90 days after being elected or appointed to
221	the board, each director shall certify in writing to the
222	secretary of the association that he or she has read the
223	association's declaration of covenants, articles of
224	incorporation, bylaws, and current written rules and policies;
225	that he or she will work to uphold such documents and policies
226	to the best of his or her ability; and that he or she will
220	faithfully discharge his or her fiduciary responsibility to the
228	association's members. Within 90 days after being elected or
229	
229	appointed to the board, in lieu of this written certification,
230	the newly elected or appointed director may submit a certificate
	of having satisfactorily completed the educational curriculum
232	administered by a division-approved education provider within 1
233	year before or 90 days after the date of election or
234	appointment.
235	(b) The written certification or educational certificate
236	
237	board. A director who does not timely file the written
238	certification or educational certificate shall be suspended from
239	the board until he or she complies with the requirement. The
240	board may temporarily fill the vacancy during the period of
241	suspension.

Bill No. HB 7119 (2013)

	Amendment No. 1
242	(c) The association shall retain each director's written
243	certification or educational certificate for inspection by the
244	members for 5 years after the director's election. However, the
245	failure to have the written certification on file does not
246	affect the validity of any board action.
247	(2) If the association enters into a contract or other
248	transaction with any of its directors or a corporation, firm,
249	association, or other entity in which an association director is
250	also a director or officer or is financially interested, the
251	board must:
252	(a) Comply with the requirements of s. 617.0832.
253	(b) Enter the disclosures required by s. 617.0832 into the
254	written minutes of the meeting.
255	(c) Approve the contract or other transaction by an
256	affirmative vote of two-thirds of the directors present.
257	(d) At the next regular or special meeting of the members,
258	disclose the existence of the contract or other transaction to
259	the members. Upon motion of any member, the contract or
260	transaction shall be brought up for a vote and may be canceled
261	by a majority vote of the members present. If the members cancel
262	the contract, the association is only liable for the reasonable
263	value of goods and services provided up to the time of
264	cancellation and is not liable for any termination fee,
265	liquidated damages, or other penalty for such cancellation.
266	(3) An officer, director, or manager may not solicit,
267	offer to accept, or accept any good or service of value for
268	which consideration has not been provided for his or her benefit
269	or for the benefit of a member of his or her immediate family
1	110771 - h7119-strike.docx

Published On: 4/8/2013 6:19:08 PM

Page 10 of 21

Bill No. HB 7119 (2013)

	BIII NO. HB /II9 (2013)
270	Amendment No. 1
	from any person providing or proposing to provide goods or
271	services to the association. If the board finds that an officer
272	or director has violated this subsection, the board shall
273	immediately remove the officer or director from office. The
274	vacancy shall be filled according to law until the end of the
275	period of the end of the director's term of office. However, an
276	officer, director, or manager may accept food to be consumed at
277	a business meeting with a value of less than \$25 per individual
278	or a service or good received in connection with trade fairs or
279	education programs.
280	(4) A director or officer charged by information or
281	indictment with a felony theft or embezzlement offense involving
282	the association's funds or property is removed from office. The
283	board shall immediately remove such director or officer from
284	office and shall fill the vacancy according to general law until
285	the end of the period of the suspension or the end of the
286	director's term of office, whichever occurs first. However, if
287	the charges are resolved without a finding of guilt or without
288	acceptance of a plea of guilty or nolo contendere, the director
289	or officer shall be reinstated for any remainder of his or her
290	term of office. A member who has such criminal charges pending
291	may not be appointed or elected to a position as a director or
292	officer.
293	(5) An association with total annual revenues of more than
294	\$100,000 shall maintain insurance or a fidelity bond for all
295	persons who control or disburse funds of the association. The
296	insurance policy or fidelity bond must cover the maximum funds
297	that will be in the custody of the association or its management
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110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM

Page 11 of 21

Bill No. HB 7119 (2013)

298	Amendment No. 1 agent at any one time. As used in this subsection, the term
299	"persons who control or disburse funds of the association"
300	includes, but is not limited to, persons authorized to sign
301	checks on behalf of the association, and the president,
302	secretary, and treasurer of the association. The association
303	shall bear the cost of any insurance or bond.
304	Section 4. Paragraph (a) of subsection (9) of section
305	720.306, Florida Statutes, is amended to read:
306	720.306 Meetings of members; voting and election
307	procedures; amendments
308	(9)(a) ELECTIONS AND BOARD VACANCIESElections of
309	directors must be conducted in accordance with the procedures
310	set forth in the governing documents of the association. All
311	members of the association are eligible to serve on the board of
312	directors, and a member may nominate himself or herself as a
313	candidate for the board at a meeting where the election is to be
314	held, provided however that, or, if the election process allows
315	candidates to nominate themselves in advance of the balloting,
316	the association does not have to allow nominations at the
317	meeting voting by absentee ballot, in advance of the balloting.
318	An election is not required unless more candidates are nominated
319	than vacancies exist. Except as otherwise provided in the
320	governing documents, boards of directors must be elected by a
321	plurality of the votes cast by eligible voters.
322	Section 5. Subsection (1) of section 720.307, Florida
323	Statutes, is amended, present subsections (2) through (4) are
324	renumbered as subsections (4) through (6), respectively, and new
325	subsections (2) and (3) are added to that section, to read:
	110771 - h7119-strike.docx

Published On: 4/8/2013 6:19:08 PM Page 12 of 21

Bill No. HB 7119 (2013)

326 720.307 Transition of association control in a community.-327 With respect to homeowners' associations:

(1) Members other than the developer are entitled to elect at least a majority of the members of the board of directors of the homeowners' association when the earlier of the following events occurs:

(a) Three months after 90 percent of the parcels in all
phases of the community that will ultimately be operated by the
homeowners' association have been conveyed to members; or

(b) Such other percentage of the parcels has been conveyed to members, or such other date or event has occurred, as is set forth in the governing documents in order to comply with the requirements of any governmentally chartered entity with regard to the mortgage financing of parcels;

340 (c) Two years after the developer has ceased construction 341 or ceased to offer parcels for sale in the ordinary course of 342 business;

343 (d) Upon the developer abandoning or deserting its 344 responsibility to maintain and complete the advertised amenities 345 or infrastructure. There is a rebuttable presumption that the 346 developer has abandoned and deserted the property if the 347 developer has not engaged in construction or sale of properties 348 or has unpaid assessments or guaranteed amounts under s. 720.308 349 for a period of more than 2 years; 350 (e) Upon the developer filing a petition seeking 351 protection under chapter 7 of the federal Bankruptcy Code; 352 (f) Upon the developer losing title to the property 353 through a foreclosure action or the transfer of a deed in lieu

110771 - h7119-strike.docx

Amendment No. 1

Published On: 4/8/2013 6:19:08 PM Page 13 of 21

Bill No. HB 7119 (2013)

354	Amendment No. 1 of foreclosure unless the successor owner has accepted an
355	assignment of developer rights and responsibilities; or
356	(g) Upon a receiver for the developer being appointed by a
357	circuit court and not being discharged within 30 days after such
358	appointment, unless the court determines within 30 days after
359	such appointment that transfer of control would be detrimental
360	to the association or its members.
361	
362	For purposes of this section, the term "members other than the
363	developer" shall not include builders, contractors, or others
364	who purchase a parcel for the purpose of constructing
365	improvements thereon for resale.
366	(2) Members other than the developer are entitled to elect
367	at least one member of the board of directors of the homeowners'
368	association if 15 percent of the parcels in all phases of the
369	community which will ultimately be operated by the association
370	have been conveyed to members.
371	(3) Members other than the developer are entitled to elect
372	at least two members of the board of directors of the
373	homeowners' association if 50 percent of the parcels in all
374	phases of the community which will ultimately be operated by the
375	association have been conveyed to members.
376	Section 6. Subsection (1) of section 720.311, Florida
377	Statutes, is amended, subsection (2) of that section is
378	renumbered as subsection (4), and subsections (2) and (3) are
379	added to that section, to read:
380	720.311 Dispute resolution

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM Page 14 of 21

Bill No. HB 7119 (2013)

(1) The Legislature finds that alternative dispute
resolution has made progress in reducing court dockets and
trials and in offering a more efficient, cost-effective option
to litigation. The filing of any petition for arbitration,
participation in an internal dispute resolution process, or the
serving of a demand for presuit mediation as provided for in
this section shall toll the applicable statute of limitations.

Amendment No. 1

388 (2) Any recall dispute filed with the department pursuant to s. 720.303(10) shall be conducted by the department in 389 390 accordance with the provisions of ss. 718.112(2)(j) and 718.1255 and the rules adopted by the division. In addition, the 391 department shall conduct mandatory binding arbitration of 392 393 election disputes between a member and an association pursuant 394 to s. 718.1255 and rules adopted by the division. Neither 395 election disputes nor recall disputes are eligible for internal 396 dispute resolution or presuit mediation; these disputes shall be 397 arbitrated by the department. At the conclusion of the 398 proceeding, the department shall charge the parties a fee in an 399 amount adequate to cover all costs and expenses incurred by the 400 department in conducting the proceeding. Initially, the 401 petitioner shall remit a filing fee of at least \$200 to the 402 department. The fees paid to the department shall become a 403 recoverable cost in the arbitration proceeding, and the 404 prevailing party in an arbitration proceeding shall recover its reasonable costs and attorney's fees in an amount found 405 reasonable by the arbitrator. The department shall adopt rules 406 to effectuate the purposes of this section. 407

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM Page 15 of 21

Bill No. HB 7119 (2013)

408	Amendment No. 1 (3) The association shall provide a fair, reasonable, and
409	expeditious procedure for resolving disputes concerning rights,
410	duties, or liabilities under this chapter and the governing
411	documents. If the association has not adopted such a procedure
412	by rule, it shall use the procedure in paragraph (b).
413	(a) The internal dispute resolution procedure shall meet
414	the following criteria:
415	1. The procedure must be in writing.
416	2. A member of the association may not be charged a fee to
417	participate in the procedure.
418	3. The procedure may be initiated by either party to a
419	dispute.
420	4. Requests to initiate the procedure must be in writing.
421	5. The procedure must use prompt deadlines and specify the
422	maximum time for the association to respond to requests to
423	initiate the procedure.
424	6. If the procedure is initiated by a member, the
425	association shall participate in the procedure.
426	7. If the procedure is initiated by the association, the
427	member may refuse to participate in the procedure.
428	8. The procedure shall provide a means by which the
429	parties may explain their positions.
430	9. If the dispute is resolved other than by agreement of
431	the parties, the member may appeal to the association's board of
432	directors.
433	10. Whenever feasible, neutral third parties shall be used
434	to facilitate resolution.
	110771 - h7119-strike.docx
	Published On: 4/8/2013 6:19:08 PM
	Page 16 of 21

Bill No. HB 7119 (2013)

435	Amendment No. 1 11. The procedure may not prevent the member from
436	retaining an attorney or other representative.
437	(b) If the association has not adopted an internal dispute
438	resolution process, either party to a dispute may initiate the
439	following procedure, which is subject to the requirements of
440	<u>(a):</u>
441	1. The party may request, in writing, the other party to
442	meet and confer in an effort to resolve the dispute.
443	2. The association's board of directors shall deliver a
444	written response to a request from a member within 5 business
445	days. The response shall designate a member of the board to meet
446	and confer with the member and include contact information for
447	the board member.
448	3. The parties shall meet at a mutually convenient time
449	and place to explain their positions and confer in good faith in
450	an effort to resolve the dispute within 30 days after the
451	initial request. The parties may extend this time period by
452	agreement.
453	4. A resolution of the dispute agreed to by the parties
454	shall be memorialized in writing and signed by the parties,
455	including the association's board designee.
456	(c) A resolution of the dispute, which is not in conflict
457	with general law or the governing documents, is binding on the
458	association and is judicially enforceable. A written agreement
459	signed by the parties, which is not in conflict with general law
460	or the governing documents, is binding on the parties and is
461	judicially enforceable.

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM Page 17 of 21

Bill No. HB 7119 (2013)

462 Section 7. Section 720.315, Florida Statutes, is amended 463 to read:

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Amendment No. 1

720.315 Passage of special assessments.-

465 (1) Before turnover, the board of directors controlled by 466 the developer may not levy a special assessment unless a 467 majority of the <u>members</u> parcel owners other than the developer 468 has approved the special assessment by a majority vote at a duly 469 called special meeting of the membership at which a quorum is 470 present.

471 Before turnover, the board of directors controlled by (2) 472 the developer may not increase assessments by more than 15 473 percent unless a majority of the members other than the 474 developer has approved the increase by a majority vote at a duly 475 called special meeting of the membership at which a quorum is 476 present. Increases in assessments pursuant to a schedule of 477 planned increases provided in the initial governing documents 478 are not subject to this subsection.

480 For purposes of this section, the term "members other than the 481 developer" shall not include builders, contractors, or others

482 who purchase a parcel for the purpose of constructing

483 improvements thereon for resale.

Section 8. This act shall take effect July 1, 2013.

# \_\_\_\_\_

# TITLE AMENDMENT

489 Remove everything before the enacting clause and insert:

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM

Page 18 of 21

Bill No. HB 7119 (2013)

Amendment No. 1 490 An act relating to homeowners' associations; amending s. 491 468.436, F.S.; providing grounds for disciplinary actions 492 against community association managers; amending s. 720.303, F.S.; requiring a homeowners' association to maintain an 493 494 internal dispute resolution procedure in the association's 495 official records; requiring official records to be maintained 496 within a specified distance of the association for a specified 497 time; authorizing associations to maintain such records online; requiring associations to permit members to take photographs of 498 499 such records using electronic devices at no charge; removing provisions allowing the association to charge fees for personnel 500 costs related to records access; requiring budgets to designate 501 502 permissable uses of reserve accounts; requiring a community association manager, or the association in the absence of a 503 504 community association manager, to report certain information to the Division of Florida Condominiums, Timeshares, and Mobile 505 506 Homes; providing an expiration date for the reporting 507 requirements; creating s. 720.3033, F.S.; requiring association 508 directors to file with the association secretary written 509 certification that they have read certain association documents, 510 will uphold the documents, and will uphold their fiduciary 511 responsibility to the members; providing for an educational 512 certificate in lieu of written certification; providing that 513 such certification is valid while the director is on the board; providing penalties for failure to file such certification; 514 requiring the association secretary to retain such certification 515 for 5 years; requiring the board to follow specified procedures 516 517 relating to contracts or transactions between the association

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM

Page 19 of 21

Bill No. HB 7119 (2013)

518 and certain entities; providing for disclosure of the contract or transaction to members; providing for the cancellation of 519 520 such contract or transaction under certain circumstances; prohibiting any association officer, director, or manager from 521 522 soliciting or receiving certain personal benefits from any 523 person providing or offering to provide goods or services to the 524 association and providing for removal for violations; providing 525 an exception; providing for the removal of any director or officer charged with a felony theft or embezzlement offense 526 527 involving association funds or property; providing for the reinstatement of such person under certain circumstances; 528 529 prohibiting a member with pending criminal charges from certain 530 positions; requiring the association to maintain insurance or a 531 bond to cover funds that will be in the custody of the 532 association or its management agent; providing a definition; 533 amending s. 720.306, F.S.; revising procedures for the election 534 of directors; amending s. 720.307, F.S.; providing additional 535 circumstances for authorizing members to elect a majority of 536 association board members; providing circumstances under which members other than the developer are authorized to elect a 537 specified number of members to the board of directors; amending 538 539 s. 720.311, F.S.; requiring associations to adopt internal 540 dispute resolution procedures; providing minimum requirements for such procedures; providing for an internal dispute 541 resolution in the absence of a procedure adopted by the 542 association; providing that certain resolutions and agreements 543 are binding and judicially enforceable; amending s. 720.315, 544 545 F.S.; prohibiting increases in assessments levied pursuant to

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM

Amendment No. 1

Page 20 of 21

Bill No. HB 7119 (2013)

Amendment No. 1

- 546 the annual budget under certain circumstances; providing an
- 547 effective date.

110771 - h7119-strike.docx Published On: 4/8/2013 6:19:08 PM Page 21 of 21