

New Condo Director: Your First 90 Days

Florida condominium associations · Section 718.112(2)(d)5.b., Florida Statutes

Work through these steps within 90 days of joining the board. Miss the deadline and you are suspended until you comply - a curable suspension, not removal.

☐ **Write down your election date**

Your 90-day certification deadline counts from the day you were elected or appointed, not your first meeting. A qualifying course taken up to 1 year before also counts.

☐ **Read your governing documents**

The declaration of condominium, articles of incorporation, bylaws, and current written policies. You will certify in writing that you have read them.

☐ **Sign the written certification and give it to the secretary**

A signed statement with three affirmations that you have read and will uphold the governing documents. Use the free BoardComply form or your association's own.

☐ **Complete the approved certification course**

Complete the four-hour course before day 90. It covers milestone inspections, SIRS, elections, recordkeeping, financial literacy and transparency, levying of fines, and notice and meeting requirements.

☐ **File your documents with the secretary**

Give your written certification and educational certificate to the secretary. The association keeps them for 7 years after election, or the length of your uninterrupted service, whichever is longer.

☐ **Record your issuance date and calendar the renewal**

The certificate is valid 7 years, but only while you serve without interruption; a gap resets it. Renew before it expires; there is no grace period at renewal.

☐ **Plan your annual continuing education**

One hour a year on recent changes to Chapter 718, starting one year after you certify.