

New HOA Director: Your First 90 Days

Florida homeowners' associations · Section 720.3033, 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.

☐ **Read your governing documents**

The declaration or covenants, articles of incorporation, bylaws, and current rules. Unlike condo directors, you do not sign a written certification; reading them is enough.

☐ **Complete the approved certification course**

Complete it before day 90 with a DBPR-approved provider. It covers financial literacy and transparency, recordkeeping, levying of fines, and notice and meeting requirements.

☐ **File your certificate with the secretary**

Give your educational certificate to the secretary. The association keeps it in its official records for 5 years (s. 720.3033(1)(c)).

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

The certificate is valid up to 4 years from completion. Renew before it expires; there is no grace period at renewal.

☐ **Plan your annual continuing education**

At least 4 hours a year, or 8 hours if your association has 2,500 or more parcels.



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Free checklist. General information, not legal advice - review with your association's attorney.
Based on Section 720.3033, Florida Statutes. Current as of July 6, 2026.