

MINUTES
REGULATORY COUNCIL OF
COMMUNITY ASSOCIATION MANAGERS
February 9, 2018
10:00 a.m. EST
Conference Call Meeting
Conference: 888.670.3525 Participant Code: 7335214083#

CALL TO ORDER

Chair Dawn Warren called the meeting to order at 10:02 a.m.

MEMBERS PRESENT

Dawn Warren, Chair
Angela M. Phillips, Vice-Chair
Sharon Cunningham
Gary Pyott
Lisa Riddle
Robert "Bob" Sibley

OTHER PERSONS PRESENT

Robyn Barineau, Executive Director, Department of Business and Professional Regulation (DBPR)
Chevonne Christian, Chief Attorney, Office of the General Counsel (OGC), DBPR
Wayne Mitchell, Assistant General Counsel, OGC, DBPR
Rachelle Munson, Assistant Attorney General, Office of the Attorney General
Linda Gray, Government Analyst, DBPR

OTHERS PERSONS PRESENT

Matthew Green, Community Associations Institute (CAI)
John Krueger, Associa

APPROVAL OF THE MINUTES OF THE MEETING ON NOVEMBER 3, 2017

After discussion, Chair Warren requested a motion to approve the minutes.

MOTION: Vice Chair Angela Phillips made a motion to approve the minutes as written.

SECOND: Mr. Gary Pyott seconded the motion and it passed unanimously.

REPORTS

PROSECUTING ATTORNEY REPORT – Chevonne Christian and Wayne Mitchell

Case Reports

Mr. Wayne Mitchell provided the Council with an overview of the reports included in the agenda as well as updated statistics through February 8, 2018. Mr. Mitchell also provided the Council with a new report that identifies complaints with allegation codes. The Council thanked Mr. Mitchell for providing the new report.

COUNSEL REPORT – Rachelle Munson

Rules Report

Ms. Rachelle Munson informed the Council that Rule 61E14-6.001, F.A.C., Unexcused Absences, became effective December 27, 2017.

Ms. Barineau, Executive Director, introduced the Department's new paperless license initiative, in which licensees will no longer need to request a duplicate license and pay the designated fee to the Department. She added that customers would print their licenses via their portal login for initial licenses, renewal licenses and anytime a duplicate license was necessary. The Council was asked to consider and vote on amending Rule 61E14-3.001, F.A.C., to remove the cost of a duplicate license.

61E14-3.001 Fees.

(12) Duplicate license fee in event of loss or destruction	\$25.00
(12) (13) Application fee for continuing education providers	\$250.00
(13) (14) The renewal fee for continuing education providers	\$250.00
(14) (15) Application fee for prelicensure education providers	\$250.00
(15) (16) The renewal fee for prelicensure education providers	\$250.00

After discussion, the following action was taken.

MOTION: Ms. Lisa Riddle made a motion to approve the change as written and remove the duplicate license fee from Rule 61E14-3.001, F.A.C.

SECOND: Vice-Chair Phillips seconded the motion and it passed unanimously.

The Council addressed the Statement of Estimated Regulatory Costs (SERC). The Council determined that this rule amendment would not have an adverse impact on small business nor will it be likely to directly or indirectly increase regulatory costs to any entity (including government) in excess of \$200,000 in the aggregate in Florida within one year after the implementation of the rule amendment.

MOTION: Vice-Chair Phillips made a motion that this rule amendment would not have an adverse impact on small business.

SECOND: Mr. Gary Pyott seconded and it passed unanimously.

The Council discussed if this rule would constitute a minor violation.

After discussion, the following action was taken.

MOTION: Vice-Chair Philips made a motion that this rule amendment would not create a minor violation.

SECOND: Ms. Riddle seconded the motion and it passed unanimously.

Delegation of Authority

Ms. Robyn Barineau requested that this matter be tabled until the May 18, 2018, conference call meeting.

**EXECUTIVE DIRECTOR REPORT – Robyn Barineau
Financial Report – Quarter Ending September 30, 2017**

Ms. Barineau reported that the balance in the Council's operating account was (\$494,263). The unlicensed activity account balance is \$207,532. The Council commended the Department on the decrease of the expenses in the Investigations, General Counsel/Legal and General Revenue charges from September 30, 2016 to September 30, 2017.

Future Meeting Dates

May 18, 2018 – Conference Call
August 10, 2018 – Conference Call
November 2, 2018 – Gainesville
February 22, 2019 – Conference Call
May 17, 2019 – Conference Call
August 2, 2019 – Conference Call
November 8, 2019 – Fernandina Beach

NEW BUSINESS

Mr. Bob Sibley and Chair Warren requested that the Department research the availability for the Council to be provided laptops for conference call and in-person meeting agendas.

OLD BUSINESS

There was no old business to come before the Council at this time.

ELECTIONS

Nominations were solicited for the position of Chair of the Regulatory Council of Community Association Managers.

Vice Chair Phillips nominated Chair Warren as Chair of the Council. Ms. Cunningham seconded the nomination.

Ms. Riddle thanked current leadership for their service on the Council, and suggested the Council consider a rotation system for Council Chair and Vice Chair.

Ms. Riddle nominated Mr. Sibley as Chair of the Council. Mr. Sibley respectfully declined the nomination.

Ms. Riddle nominated Ms. Cunningham as Chair of the Council. Mr. Pyott seconded the nomination.

A vote was taken by roll call, and Chair Warren, Vice Chair Phillips and Mr. Sibley voted in favor of Chair Warren as Chair of the Council. Ms. Cunningham, Mr. Pyott and Ms. Riddle voted in favor of Ms. Cunningham as Chair of the Council. After discussion, Ms. Cunningham asked to change her vote in favor of Chair Warren as Chair of the Council.

Nominations were solicited for the position of Vice Chair of the Regulatory Council of Community Association Managers.

Chair Warren nominated Vice Chair Phillips as Vice Chair of the Council. Mr. Pyott seconded the nomination.

There were no other nominations for Vice Chair of the Council, so by acclamation, Vice Chair Phillips was reelected Vice Chair of the Council.

ADJOURNMENT

It was determined that there was no further business to come before the Council. Chair Warren asked for a motion to adjourn the meeting.

MOTION: Chair Warren made a motion to adjourn the meeting.

SECOND: Mr. Pyott seconded the motion and it passed unanimously.

The meeting adjourned at 11:12 a.m.