

**MINUTES**  
**REGULATORY COUNCIL OF**  
**COMMUNITY ASSOCIATION MANAGERS**  
**November 4, 2016**  
**10:00 a.m. EST**  
Residence Inn Marriott  
2301 Sadler Road  
Fernandina Beach, Florida 32034

**CALL TO ORDER**

Chair Warren called the meeting to order at 10:03 a.m.

**MEMBERS PRESENT:**

Chair Dawn Warren  
Vice Chair Angela Phillips  
Sharon Cunningham  
Lisa Riddle  
Bob Sibley

**MEMBERS NOT PRESENT:**

Pedro Allende

**STAFF PRESENT:**

Robyn Barineau, Executive Director, Department of Business and Professional Regulation (DBPR)  
Rachel Clark, Assistant General Counsel, Office of the Attorney General  
Joe Helton, Assistant General Counsel, Chief Attorney, DBPR  
Linda Gray, Government Analyst, DBPR  
Lalonda Jackson, Court Reporter

**OTHERS PRESENT:**

Sara Duginske, Community Association Managers International Certification Board  
Matthew Green, Community Association Institute  
Rich Philips, Dependable Property Management

The meeting was opened with roll call and a quorum was established.

**APPROVAL OF THE MINUTES OF THE MEETING ON AUGUST 19, 2016**

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

**SECOND:** Mr. Sibley seconded the motion and it passed unanimously.

**REPORTS – JOE HELTON**

**Prosecuting Attorney Report**

Mr. Helton informed the Council that the Department had a successful 1.5 years in the reduction of the cases resolved by the Department. As of November 1, 2016, the Department has 140 open cases.

Mr. Helton informed the Council that the Department has initiated a new process to determine if a case should be closed or if the Department should proceed with formal allegations against the licensee. Mr. Helton stated that he would review the rules related to gross misconduct or gross negligence and work with Ms. Clark to assist with recommendations to the Council.

Ms. Riddle indicated that she would like to know the disposition of the cases. Vice-Chair Philips stated she would like to know the violations and the resolution of the cases. The Council recommended that Mr. Helton provide a report, if available, of the violations by county and the disposition of the cases. Mr. Helton stated he would research to see if this data was available.

## **COUNSEL REPORT – RACHEL CLARK**

### **Rules Report - 2016-2017 Annual Regulatory Plan**

Ms. Clark reviewed the Annual Regulatory Plan with the Council. After discussion, the following action was taken.

**MOTION:** Vice-Chair Phillips made a motion that the Council approve the Annual Regulatory Plan.

**SECOND:** Mr. Sibley seconded the motion and it passed unanimously.

## **EXECUTIVE DIRECTOR REPORT – ROBYN BARINEAU**

### **Financial Report – Year-Ending June 30, 2016**

Ms. Barineau reported that the balance in the Council's operating account was (\$1,085.753). The Unlicensed Activity Account balance is (\$138,234). Ms. Barineau also provided the Board with account revenues, expenses and changes projected through June 30, 2021. The projections indicated a negative cash balance for at least the next five years. She added that the Department continues to work on a plan to address the deficit.

### **Renewal Statistics**

Ms. Barineau informed the Council that as of October 31, 2016, there are a total of 19,063 licensees. Of those, 15,948 licenses are current/active and there are over 3,000 that are delinquent.

### **Future Meeting Dates**

February 24, 2017 – Conference Call

May 19, 2017 – Conference Call

August 4, 2017 – Conference Call

November 3, 2017 – Tampa

## **NEW BUSINESS**

### **ELECTION OF OFFICERS**

**MOTION:** Vice-Chair Phillips made a motion that the Council elect Dawn Warren as Chair of the Council.

**SECOND:** Mr. Sibley seconded the motion and it passed unanimously.

**MOTION:** Chair Warren made a motion that the Council elect Angela Philips as Vice-Chair of the Council.

**SECOND:** Mr. Sibley seconded the motion and it passed unanimously.

Mr. Sibley asked the Council to consider adding a penalty in their standards of professional conduct for community association managers for failing to maintain current addresses for all members of their associations. Ms. Clark advised the Council that she researched the matter and that the Council does not have statutory authority related to this issue. Vice-Chair Philips concurred with Ms. Clark's opinion.

## **OLD BUSINESS**

There was no old business to discuss at this meeting.

## **ADJOURNMENT**

**MOTION:** Ms. Riddle made a motion to adjourn the meeting at 11:01 a.m.

**SECOND:** Ms. Cunningham seconded the motion and it passed unanimously.