

**MINUTES  
REGULATORY COUNCIL OF  
COMMUNITY ASSOCIATION MANAGERS**

**November 5, 2021**

**10:00 a.m. (ET)**

**GO-TO-MEETING**

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**CALL TO ORDER**

The Regulatory Council of Community Association Managers was called to order at approximately 10:01 a.m., by Chair Sharon Cunningham.

**MEMBERS PRESENT**

Sharon Cunningham, Chair  
Gary Pyott, Vice Chair  
Robert “Bob” Sibley

**PERSONS PRESENT**

Nicole Myers, Analyst, Department of Business and Professional Regulation (DBPR)  
James Richardson, Chief Attorney (DBPR)  
John Fricke Jr., Assistant Attorney General, Office of the Attorney General  
Melinda Gray, Government Analyst, DBPR  
Deborah Alff, Court Reporter, For The Record

**OTHER PERSONS PRESENT**

Matthew Green, Community Association Managers International Certification Board

**REVIEW AND APPROVAL OF BOARD MEETING MINUTES**

Mr. Sibley indicated that the agenda and draft minutes reflect February 25, 2022 meeting is by conference call. The agenda and draft minutes should state that the February 25, 2022 meeting by telephone conference call and the May 27, 2022 meeting is to be determined. Vice Chair Pyott made a motion to approve the draft minutes of August 6, 2021. Mr. Sibley seconded the motion. The motion passed unanimously.

**REPORTS**

**PROSECUTING ATTORNEY REPORT – James Richardson**

The Council was provided with the Office of the General Counsel’s prosecuting reports. Mr. Richardson indicated that 71 cases were disposed of which seven by final order, 16 letter of guidance, a supplemental investigation, and the remainder was closed. Mr. Richardson explained that the Department is mainly reviewing record cases and authorized representative cases. Mr. Richardson explained that the majority of complaints are mailed to the Department.

Vice Chair Pyott asked about Letter of Guidance cases. Mr. Richardson explained that those are issued when the evidence is unclear. Mr. Richardson explained that the Office of the General Counsel have disposed over 500 case to about 100 cases.

Vice Chair Pyott made a motion to ratify the reports. Mr. Sibley seconded the motion. The motion passed unanimously.

### **COUNSEL REPORT – John Fricke, Jr.**

Mr. Fricke informed the Council that there was no report at this time.

### **EXECUTIVE DIRECTOR REPORT – Nicole Myers**

#### **Financial Report – June 30, 2021**

Mrs. Myers reported that the balance in the Council's operating account was \$638,759. The unlicensed activity account balance was \$281,142.

Vice Chair Pyott asked about when there is a negative and positive balance in the operating expense report. Mrs. Myers indicated that this matter can be addressed at the next meeting.

#### **Continuing Education Courses - Ratification List**

Mr. Sibley asked about the timeframe of when the courses are renewed. Vice Chair Pyott explained that the courses are active for one year. The Council was provided with a copy of the Continuing Education Ratification List from July 20, 2021 to October 25, 2021. Vice Chair Pyott moved to approve the Ratification List as submitted. Mr. Sibley seconded the motion. The motion passed unanimously.

#### **Future Meeting Dates**

February 25, 2022 – Conference Call

May 27, 2022 – To Be Determined

August 26, 2022 – Conference Call

November 4, 2022- Conference Call

#### **OLD BUSINESS**

The Council asked if the Department has appointed or reappointed Council members. Mrs. Myers explained that there have not been any appointments. Vice Chair Pyott explained that he submitted his application for reappointment. Chair Cunningham and Mr. Sibley indicated that they have not submitted their application.

#### **NEW BUSINESS**

There was no new business to be discussed at this meeting.

#### **PUBLIC COMMENT**

Mr. Green indicated that he had no public comment at this meeting.

#### **ADJOURNMENT**

There being no further business to come before the Council, Vice Chair Pyott made a motion to adjourn. Mr. Sibley seconded the motion. The motion passed unanimously, with the meeting adjourning at 10:30 a.m.