

Welcome!



Happy New Year!

Hard to believe it's 2015 already. I just got back from

San Francisco where I attended the CAI College of Community Association Lawyers ("CCAL") seminar. CCAL is an august body of approximately 150 of the most distinguished community association lawyers from across the country. There were over 500 attendees.

I attended a great seminar on social media presented by none other than my partner Donna DiMaggio Berger, as well as another seminar on condominium terminations where my partner Joe Adams spoke. Both Donna and Joe are Fellows of CCAL. I also attended another seminar on topics I will be addressing in future issues in regard to community associations – e-cigarettes and vaping (are these considered "smoking"?), drones (both your neighbor invading your privacy and the association using for enforcement inspections) and electric car charging stations.

Welcome to the 21st century!

Howard J. Perl
Shareholder



Annual / Election Meeting Tips

As we head into Annual and Election meeting season, proper preparation can go a long way to a smooth and effective annual/election meeting. Here are some tips to assist you:

- Prepare a sign in owners' roster both alphabetically and in unit number order. This will facilitate those signing in for others via proxy.
- When proxies are received, mark a "P" by the owner's name on the sign in roster to alert you that owner has submitted a proxy. If the owner then wants to sign in at the meeting and receive a ballot, ask them if they want to revoke their previously submitted proxy.
- Proxy holders should sign in for all owners whose proxy they hold. Having the "P" by the owner's name will make it easier to find when signing in.
- Have an iPad and internet connection available so you can check ownership of recently transferred units. If a new owner whose name does not appear on the roster attempts to sign in, you can access the county property appraiser's website to verify ownership, if required.
- Have as many people as possible assist with the sign in process. Have two sets of sign in rosters so two lines can be processed at once, one person as a troubleshooter, as well as an additional person to oversee the entire process. You can never have too many persons assisting with sign in!
- When adding up the signatures to determine the number of owners present, put each page's total at the bottom of the page. This will make it easier to get a proper tally, as well as make it easier to find and correct mistakes in the tallying.
- Count and tally the votes in front of the membership.
- Have tally sheets with the names of the candidates prepared in advance. Use blank ones in the event you are accepting nominations from the floor in a homeowner's association election. This is a much better method than the method of four lines with a slash through them for a group of 5 votes.
- Take new bank signature cards with you to the meeting so the new Board members can sign immediately after being elected.
- Have Board Member Certification forms with you for the new Board members to sign. While we certainly recommend attending one of our Board Member Certification classes, have your new Board members sign a Board Member Certification form at the election meeting.
- Take advantage of the annual meeting to advise the owners of all the wonderful things you and the Board accomplished the past year!

GET THE FREE APP!



We would like to introduce you to the Becker & Poliakoff App to help make running your association a little bit smoother. This FREE App provides you with a wealth of knowledge from the Firm's community association practice group, including a Frequently Asked Questions section where you can view Ken Direktor's responses to common association questions, searchable Florida statutes, and a handy tool which allows you to easily create meeting minutes.

Download the New
Becker & Poliakoff
Mobile App!



This Month's Tip...

Remember to schedule an organizational meeting for the Board to elect its new officers. Most Associations schedule this meeting immediately after the Annual Meeting. If so, don't forget to post notice of this meeting!

Upcoming Classes and Events

We have classes that take place around the State. Class times vary. Seating is limited so registration is required. Register now online by clicking the tiles below:

[Elections, Voting & Sunshine Laws](#)

February 11, 2015, West Palm Beach

[Board Member Certification for CONDOS ONLY](#)

February 16, 2015, Ft. Walton Beach

[You Have Questions? We've Got Answers!](#)

February 16, 2015, Miramar

[Collections in Today's Economy](#)

February 18, 2015, Ft. Lauderdale

[Board Member Certification for CONDOS ONLY](#)

February 18, 2015, West Palm Beach

[Board Member Certification for Condos/HOAs/Coops](#)

February 21, 2015, Miami

[Is a "No Pet" Building a Thing of the Past?](#)

February 24, 2015, Ft. Lauderdale

[Architectural Control & Enforcement for HOAs](#)

February 25, 2015, West Palm Beach

[Board Member Certification for Condos/HOA/Co-ops - In Spanish](#)

February 25, 2015, Miami

[Board Certification Course for Condo/HOA/Co-op](#)

February 26, 2015, Sarasota

Classes may be subject to change.

Complete and updated information and registration for the above as well as all of our over 25 FREE courses can be found at <http://www.bplegal.com/events>.

ALL COURSES ARE FREE.
LIGHT REFRESHMENTS ARE SERVED.
MOST COURSES QUALIFY FOR MANAGER CEUs.