

# Community Association Management License Georgia

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## M-100 The Essentials of Community Association Management Exam With Correct Solutions

Characteristics of a Community Association CORRECT ANSWERS Mandatory membership  
Mutually binding documents  
Lien-based assessments

Purposes of a Community Association CORRECT ANSWERS Business - Not for profit  
Government - Runs like a mini-government  
Community - Mutual reasons for buying into area

3 Basic Types of Community Associations CORRECT ANSWERS Planned Community  
- Owners owns his lot/living unit and community owns common areas (tennis courts, basketball courts, etc.).  
Condominium - Individual owns unit and undivided interest (percentage) in common elements.  
Cooperative - Individual owns stock or membership in cooperative and holds a proprietary lease/occupancy agreement.

Community associations can be grouped into clusters called: CORRECT ANSWERS  
Master or Umbrella Associations - More than one residential community.  
Mixed-Use Development - Mixture of residential and commercial.  
"55 and Older" Communities - 80% of residents are 55+ and at least one per unit.

Name the sources of legal obligations for a Community Association CORRECT ANSWERS  
Federal, state and local statutes, regulations and case law.  
Governing documents  
Standards set by professional bodies (AICPA)  
Lender requirements

Types of Federal Law Applying to Community Associations CORRECT ANSWERS  
Equal Employment Opportunity Commission  
Fair Debt Collection Practices Act  
Fair Labor and Standards Act  
Family and Medical Leave Act  
FICA  
OSHA  
Bankruptcy Code  
FCC  
Fair Housing Act

Community association management license Georgia is a crucial requirement for individuals looking to manage homeowners associations (HOAs) and similar community associations in the state. Obtaining this license ensures that managers are equipped with the necessary knowledge, skills, and ethical understanding to effectively oversee community operations, maintain property values, and foster positive relationships among residents. This article will delve into the importance of this license, the requirements to obtain it, the process involved, and the ongoing obligations that licensed managers must fulfill.

# **Importance of Community Association Management License**

Community associations play a significant role in modern residential living, providing shared services and amenities to homeowners. A community association management license in Georgia is vital for several reasons:

## **1. Professional Standards**

A licensing requirement establishes professional standards within the industry. Licensed managers are expected to adhere to ethical guidelines and best practices, which ultimately leads to better-managed communities.

## **2. Legal Compliance**

Community associations face various legal obligations, including adherence to state laws and federal regulations. A licensed manager is knowledgeable in these areas, ensuring that the community operates within legal boundaries.

## **3. Enhanced Property Value**

Effective management of community associations contributes to the overall property values within the community. Licensed managers use their expertise to implement proper maintenance, financial planning, and conflict resolution strategies.

## **4. Improved Community Relations**

Licensed managers are trained to foster positive relationships among residents, which can lead to a more harmonious living environment. Their skills in communication and conflict resolution help in addressing resident concerns effectively.

## **Requirements for Obtaining a Community Association Management License in Georgia**

To qualify for a community association management license in Georgia, individuals must meet specific criteria set forth by the Georgia Real Estate Commission (GREC). Here are the key requirements:

## **1. Age and Residency**

- Must be at least 18 years of age.
- Must be a resident of Georgia or a non-resident with a business entity registered in Georgia.

## **2. Educational Background**

- A high school diploma or GED is required.
- Completion of a 25-hour pre-licensing course approved by the GREC is mandatory. The course covers topics such as community association governance, financial management, and conflict resolution.

## **3. Examination**

- Candidates must pass the Georgia Community Association Manager License Examination. The exam tests knowledge of relevant laws, regulations, and best practices in community association management.

## **4. Background Check**

- A criminal background check is required. Certain felonies may disqualify an individual from obtaining a license.

## **5. Application and Fees**

- Submission of a completed application form along with the required fees to the GREC.

## **Steps to Obtain the License**

The process of obtaining a community association management license in Georgia involves several distinct steps:

### **Step 1: Complete the Pre-Licensing Course**

Enroll in and complete a 25-hour pre-licensing course from an accredited provider. This course will cover essential topics necessary for effective community management.

## **Step 2: Pass the Licensing Examination**

After completing the course, schedule and take the Georgia Community Association Manager License Examination. It's recommended to review course materials and practice with sample questions before taking the exam.

## **Step 3: Submit Application**

Once you pass the exam, gather the required documentation and complete the application form. This includes:

- Proof of course completion
- Examination results
- Background check findings

Submit your application along with the required fees to the GREC.

## **Step 4: Await Approval**

After submitting your application, the GREC will review your materials. If everything is in order, you will receive your community association management license.

## **Renewal and Continuing Education Requirements**

Once obtained, a community association management license in Georgia must be renewed periodically. Here are the renewal requirements:

### **1. Renewal Period**

- Licenses must be renewed every two years.

### **2. Continuing Education**

- License holders are required to complete at least 6 hours of continuing education every two years. Courses should cover relevant topics in community association management.

### **3. Renewal Application and Fees**

- Submit a renewal application along with the required fees at least 30 days before the expiration date of the license.

## **Roles and Responsibilities of Community Association Managers**

Licensed community association managers in Georgia have a wide range of responsibilities that can vary depending on the size and complexity of the community. Some of the key duties include:

### **1. Financial Management**

- Prepare and manage the community budget.
- Oversee the collection of dues and assessments.
- Manage reserves for future repairs and improvements.

### **2. Maintenance Oversight**

- Coordinate property maintenance and repairs.
- Ensure compliance with safety regulations and community standards.

### **3. Communication**

- Act as a liaison between the community board and residents.
- Facilitate community meetings and communicate important information.

### **4. Conflict Resolution**

- Address resident complaints and disputes.
- Mediate conflicts between residents and the association.

### **5. Legal Compliance**

- Ensure adherence to local, state, and federal laws governing community associations.
- Maintain records and documentation as required by law.

# Conclusion

In conclusion, obtaining a community association management license in Georgia is essential for anyone looking to pursue a career in managing homeowners associations and community associations. The process requires completing a pre-licensing course, passing an examination, and adhering to ongoing education and renewal requirements. By ensuring that managers are properly trained and licensed, Georgia promotes professionalism, accountability, and effective governance within community associations. For individuals seeking to enhance their careers while contributing positively to their communities, a community association management license represents a significant and rewarding opportunity.

## Frequently Asked Questions

### **What is a community association management license in Georgia?**

A community association management license in Georgia is a permit required for individuals or businesses managing community associations, such as homeowners' associations (HOAs) or condominium associations, to ensure they meet specific professional standards and adhere to state regulations.

### **How do I obtain a community association management license in Georgia?**

To obtain a community association management license in Georgia, you must complete a state-approved pre-license course, pass the licensing exam, and submit an application along with the required fees to the Georgia Real Estate Commission.

### **What are the continuing education requirements for community association managers in Georgia?**

Community association managers in Georgia are required to complete at least 6 hours of continuing education every four years to maintain their license, which can include courses related to community management, legal updates, and best practices.

### **Are there specific qualifications needed to apply for a community association management license in Georgia?**

Yes, applicants must be at least 18 years old, have a high school diploma or equivalent, and complete a state-approved pre-license education program before applying for a community association management license in Georgia.

## What are some key responsibilities of licensed community association managers in Georgia?

Licensed community association managers in Georgia are responsible for overseeing the daily operations of community associations, including financial management, maintenance of common areas, enforcement of association rules, and communication with homeowners.

## Is there a difference between a community association management license and a real estate license in Georgia?

Yes, a community association management license specifically pertains to managing community associations, while a real estate license allows individuals to buy, sell, or lease real estate properties. Community association managers do not need a real estate license unless they are involved in real estate transactions.

## What happens if a community association manager operates without a license in Georgia?

Operating without a community association management license in Georgia can result in legal penalties, including fines and potential lawsuits from the community association. It may also damage professional credibility and lead to loss of business opportunities.

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