



# CIAC

COMMUNITY IMPROVEMENT and ACCREDITATION COMMITTEE

## Community Improvement and Accreditation Committee

3500 West Drive  
Deerfield Beach, Florida 33442  
Email: [cve.CIAC@gmail.com](mailto:cve.CIAC@gmail.com)

### Application Directions (edited 8-1-23)

For an Association to be accredited it must meet the Community Standards listed on the attached sheet. Standards reflect compliance with Florida Condominium and Fair Housing Laws.

Note: All information provided to the Committee will be held in strict confidence.

#### **Application Requirements:**

1. A resolution must be passed by the Association Board to authorize the building's application for Accreditation. Relevant minutes should be attached to the application.
2. Completed Application requires signature and seal.
3. Upon receipt of the application a meeting must be arranged between the Association Board and the Community Improvement & Accreditation Committee (CIAC).
4. The following documents must be sent (electronically or on paper) to the CIAC prior to the meeting:
  - End of Recent Year Financial Statement & related Corporation Tax Return
  - Current Annual Budget and Reserve Schedule
  - Association Documents and recent Amendments
  - List of Rental Units and a list of Owners/Renters with Animals
5. The following documents must be available for review at the meeting with the CIAC:
  - Recent monthly Financial Report and Bank Statements
  - Notice of most recent Budget Meeting
  - Minutes of most recent Budget Meeting and Annual Meeting
  - 1<sup>st</sup> & 2<sup>nd</sup> Notices for Annual Meeting / Board Election
  - Building Rules & Application & Rules for Service or Emotional Support Animals
  - Officer & Director Sheet. Indicating *yes/no* if each Board Member has taken a certification class
  - Census Report - list of Residents with *yes/no* indicating if each person is at least 55
6. There is no pass/fail. If an Association lacks some documentation or is not in compliance with some standards, the Accreditation Committee will offer resources through COOCVE to help them meet the standards.
7. Once Accredited, the Association will receive a certificate and a plaque and will be recognized throughout the community via the Reporter, real estate agencies, COOCVE website, etc.

Submit applications by email to ***CIAC@gmail.com***

For questions contact: Macky Bachelor or Jay Baimel at *CIAC@gmail.com*