



# ***Certificate of Completion***

awarded to:

**Thomas Olsen**

**RECORDKEEPING: BEST PRACTICES**

Sponsored By: SIEGFRIED RIVERA

Provider No. 0001019 Course No. 9633368 Credit:1 EL1HOA

**SIEGFRIED | RIVERA**

*The Florida Department of Business and Professional Regulation (DBPR) Division of Florida Condominiums, Timeshares, and Mobile Homes has approved this course for Continuing Education (CE) for board members and directors of Chapter 720, Florida Statutes Homeowners Association:*

---

*Date: July 22, 2025*

---

*Signed: Evonne Andris, Esq.*

IF YOU HAVE ANY CONCERNS THAT THE COURSE YOU HAVE JUST COMPLETED DID NOT MEET THE LEARNING OBJECTIVES SET OUT IN THE COURSE MATERIALS, DID NOT COVER THE SUBJECT MATTER OF THE COURSE, OR WAS A SALES PRESENTATION; PLEASE CONTACT THE DIVISION VIA EMAIL AT [CTMHEDUCATION@MYFLORIDALICENSE.COM](mailto:CTMHEDUCATION@MYFLORIDALICENSE.COM) OR THE COUNCIL'S OFFICE IN WRITING AT: DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION, REGULATORY COUNCIL OF COMMUNITY ASSOCIATION MANAGERS/DIVISION OF FLORIDA CONDOMINIUMS, TIMESHARES & MOBILE HOMES EDUCATION SECTION, 2601 BLAIR STONE ROAD, TALLAHASSEE, FL 32399-0771.



# CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT

---

CAM LICENSE NO.  
(Board Members leave this blank)

*Thomas Olsen*

Has successfully completed the Continuing Education Course:

## **JUMPING INTO THE PRESENT: WHY UPDATING THE GOVERNING DOCUMENTS OF YOUR ASSOCIATION IS CRITICALLY IMPORTANT**

For CAMS: Provider No.: PVD0005092 Course No.: 9630143 One (1) CEU Credit: OPP/ELE

For HOA Board Members: One (1) CEU towards your annual requirement

IF YOU HAVE ANY CONCERNS THAT THE COURSE YOU HAVE JUST COMPLETED DID NOT MEET THE LEARNING OBJECTIVES SET OUT IN THE COURSE MATERIALS, DID NOT COVER THE SUBJECT MATTER OF THE COURSE, OR WAS A

SALES PRESENTATION, PLEASE CONTACT THE COUNCIL'S OFFICE IN WRITING AT:

DEPT. OF BUSINESS AND PROFESSIONAL REGULATION REGULATORY COUNCIL OF COMMUNITY ASSOCIATION

MANAGERS: 2601 BLAIR STONE ROAD, TALLAHASSEE, FLORIDA 32399.

7/30/2025

Date Completed



*Kerstin Henze*

Instructor(s)



# CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT

\_\_\_\_\_  
CAM LICENSE NO.  
(Board Members leave this blank)

*Thomas Olsen*

Has successfully completed the Continuing Education Course:

## **JUMPING INTO THE PRESENT: WHY UPDATING THE GOVERNING DOCUMENTS OF YOUR ASSOCIATION IS CRITICALLY IMPORTANT**

For CAMS: Provider No.: PVD0005092 Course No.: 9630143 One (1) CEU Credit: OPP/ELE

For HOA Board Members: One (1) CEU towards your annual requirement

IF YOU HAVE ANY CONCERNS THAT THE COURSE YOU HAVE JUST COMPLETED DID NOT MEET THE LEARNING OBJECTIVES SET OUT IN THE COURSE MATERIALS, DID NOT COVER THE SUBJECT MATTER OF THE COURSE, OR WAS A

SALES PRESENTATION, PLEASE CONTACT THE COUNCIL'S OFFICE IN WRITING AT:

DEPT. OF BUSINESS AND PROFESSIONAL REGULATION REGULATORY COUNCIL OF COMMUNITY ASSOCIATION

MANAGERS: 2601 BLAIR STONE ROAD, TALLAHASSEE, FLORIDA 32399.

7/29/2025

\_\_\_\_\_  
Date Completed

 **Kaye Bender  
Rembaum** PL  
Attorneys At Law

*Charles Nix*

\_\_\_\_\_  
Instructors

**CERTIFICATE OF COMPLETION**  
**Homeowners Associations**

This Certificate of Completion acknowledges that pursuant to Florida Statute 720.3033(1)(a), THOMAS B. OLSEN Thomas B. Olsen, has satisfactorily completed the Department of Business and Professional Regulation, Division of Florida Condominiums, Timeshares, and Mobile Homes, Bureau of Condominiums Board Certification Course for newly elected or appointed directors, given by Louis Caplan, Esquire, of Sachs Sax Caplan, P.L., on JUNE 29, 2024, at 2:00 AM/PM (Distance/Online).

It is certified that the above referenced course is a duly approved education program registered with the Department of Business and Professional Regulation, Division of Florida Condominiums, Timeshares, and Mobile Homes, Bureau of Condominiums.

**Subject Area:** Homeowner Association Board Member Certification

**INSTRUCTOR:**

SACHS SAX CAPLAN, P.L.

Louis Caplan

Louis Caplan, Esquire  
Florida Bar No. 866482

**COMPLETED BY:**

BOARD MEMBER

Thomas B. Olsen

Signature  
Name: THOMAS B. OLSEN

Position: TREASURER

**ASSOCIATION:** HUNTINGTON BY THE VILLAGE

Keep this certificate in a safe location. You may be required to provide copies of certificates to the Department of Business and Professional Regulation.

IF YOU HAVE ANY CONCERNS THAT THE COURSE YOU HAVE JUST COMPLETED DID NOT MEET THE LEARNING OBJECTIVES SET OUT IN THE COURSE MATERIALS, DID NOT COVER THE SUBJECT MATTER OF THE COURSE, OR WAS A SALES PRESENTATION; PLEASE CONTACT: THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION, DIVISION OF FLORIDA CONDOMINIUMS, TIMESHARES, AND MOBILE HOMES, 2601 Blair Stone Road, Tallahassee, Florida 32399. All persons or persons completing this course are retained for four years at the office of Sachs Sax Caplan, PL, Attorneys at Law, 6111 Broken Sound Parkway NW, Suite 200, Boca Raton, Florida, 33487. Phone: (561) 994-4499.