



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 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

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

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

7/29/2025

Date Completed



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.

CERTIFICATE OF COMPLETION

(Classroom)

THIS IS TO CERTIFY THAT

CAM LICENSE NO.

Thomas Olsen

Has successfully completed the Continuing Education Course:

GUEST RESTRICTIONS AND SCREENING TENANTS & NEW OWNERS: IS IT WORTHWHILE?


For CAMS: Provider No.: PVD0005092 Course No.: 9630142 One (1) CEU Credit: HR / ELE
For HOA Board Members: One CEU towards 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.

8/6/2025

Date Completed




Instructor Emily E. Gannon, Esquire



Certificate of Completion

awarded to:

Thomas Olsen

Understanding Architectural Committees

Sponsored By: SIEGFRIED RIVERA

Provider No. 0001019 Course No. 9633369 Credit: 1 EL1 HOA

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: August 14, 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 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.