

**RESOLUTION OF BOARD OF DIRECTORS  
OF  
ROCKY BAYOU OWNERS ASSOCIATION, INC.**

**APPROVAL OF FORM ESTOPPEL CERTIFICATE AND  
FEE FOR PREPARATION OF ESTOPPEL CERTIFICATE**

WHEREAS, Section 720.30851, Florida Statutes (2017), requires that the Board of Directors adopt a written resolution in order to charge a fee for the preparation of Estoppel Certificates requested by a parcel owner, a parcel mortgagee or their respective designee, unless such charges are set forth in a contract with a manager or management company; and

WHEREAS, the Association is not party to any contract where such charges are specified; and

WHEREAS, the Association desires to adopt a standard form of Estoppel Certificate and authorize a fee in connection with the preparation of Estoppel Certificates, as provided by the statute.

NOW, THEREFORE, the Board of Directors adopts and approves the following Resolution:

BE IT RESOLVED, that the Board President or Treasurer, or any authorized designee of the Association, is hereby authorized to complete and charge a fee for the completion of an Estoppel Certificate.

Provided that the Estoppel Certificate is delivered within ten (10) business days from receipt of a written or electronic request for an Estoppel Certificate from an Owner or the Owner's designee, or a Parcel mortgagee or the Parcel mortgagee's designee, the established fee is:

- \$250.00 if the Parcel is not delinquent in any monies owed to the Association.
- An additional \$150.00 if there are delinquent monies owed to the Association.
- An additional \$100.00 if the requestor asks for the Estoppel Certificate within three (3) business days.

Simultaneous requests for Estoppel Certificates for multiple Parcels owned by the same Owner can be completed and delivered in one or more Estoppel Certificates with a fee computed for each Parcel as set forth above.

A request will not be deemed received by the Association until the fee is received by the Association or its designee. The Association shall have no obligation to respond to requests on an expedited basis, but may do so in its discretion. Attorneys' fees incurred by the

Association in connection with delinquent Parcels, including but not limited to attorneys' fees incurred to prepare "Payoff Letters," are not included in the above-stated fees.

The maximum fee the Association will charge if it receives simultaneous requests for Estoppel Certificates for multiple Parcels owned by the same person or entity and where there are no past due monetary obligations owed to the Association shall be as set forth in Section 720.30851(7), Florida Statutes, as amended from time to time.

BE IT FURTHER RESOLVED, that the Association adopts the form Estoppel Certificate attached hereto, which may be completed by the persons or entities referenced above. Ministerial changes to the form may be authorized by the person authorized to complete said form without need for Board action.

BE IT FURTHER RESOLVED, that requests for Estoppel Certificates may be sent as follows:

Rocky Bayou Owners Association, Inc.  
Attn: Treasurer  
P.O. Box 0848  
Niceville, FL 32588-0848

BE IT FURTHER RESOLVED, that the attached Estoppel Certificate shall be posted on the Association's website, [www.rboa.net](http://www.rboa.net)

THIS RESOLUTION was considered at a meeting held the 21 day of Feb 2018, at which a quorum of Directors was present. There are **nine (7)** total Board members. The number of Board members who voted in favor of this Resolution is 6. The number of Board members who voted against this Resolution is 1. The vote of each Director is reflected in the minutes of the meeting at which this Resolution was adopted.

INC.

ROCKY BAYOU OWNERS ASSOCIATION,

BY: Paul Maryeski

PAUL MARYESKI, President

Date: 21 FEB 2018

(CORPORATE SEAL)