

SUNFLOWER CONDOMINIUM ASSOCIATION, INC.
RESOLUTION: PROCEDURE REGARDING WRITTEN INQUIRIES

WHEREAS, Florida Statutes § 718.112(2)(a)2 requires that the Association provide a substantive written response to all unit owner written inquiries delivered to the Board of Directors by Certified Mail;

WHEREAS, Florida Statutes § 718.112(2)(a)2 expressly urges associations, such as the Association, to enact rules regulating the frequency and manner of responding to unit owner inquiries;

WHEREAS, the Association desires to establish an efficient method for members to make written inquiries and for the Association to respond to the inquiries;

WHEREAS, the Association seeks a method to ensure that written inquiries are delivered in a specific manner to alert management that a response is regulated by the Condominium Act;

WHEREAS, a written inquiry by necessity must be coordinated with the Association's management and the Association's attorney, and involve a significant amount of effort on all parts to respond to the written inquiry; and

WHEREAS, at least one member has made multiple inquiries to the Association in one day, during weekends, and over multiple consecutive days, involving a significant amount of effort and resources;

NOW THEREFORE, the Board of Directors of Sunflower Condominium Association, Inc. resolves and amends the Association's Rules and Regulations and adds new Rule, entitled "Written Inquiry" regarding the frequency and manner of responding to unit owner inquiries as follows:

1. Purpose. Members making a written inquiry, and the Association when responding to a written inquiry, must comply with the regulations adopted by this Resolution.
2. Method. Members making a written inquiry to the Association must deliver the inquiry to the Association by Certified Mail. The inquiry must be legible and must be specific. A written inquiry will not be considered delivered until actually received via Certified Mail by the Association's property manager at the Association's property management office located on the Condominium property. An inquiry request in any other form or manner shall not be deemed to be received by the Association.
3. Number. Written inquiries demanding a statutory substantive response are limited to one inquiry per unit during any thirty-day period. One inquiry is one question without subparts concerning a particular issue. This paragraph does not apply to general maintenance or administrative requests which do not seek a written response or explanation.


4. Response. The Association shall endeavor to provide a substantive response to a member's written inquiry within thirty days of receipt of the inquiry. However, if the Association requests advice from the Division of Florida Land Sales, Condominiums and Mobile Homes, then the Association shall, within ten days of its receipt of the advice, provide in writing a substantive response to the inquirer. If a legal opinion is requested, then the Association shall, within sixty days after the receipt of the inquiry, provide in writing a substantive response to the inquiry.

5. Reports. Management shall report the receipt of all written inquiries to the Association's President and the Association's attorney as soon as practicable, and to the directors by the time of or at the next directors' meeting.

6. Litigation. The Association's President may prescribe special procedures within the statutory requirements, especially if there is a perceived potential of litigation.

DATED this 3 day of SEPT. 2019.

BOARD OF DIRECTORS OF
Sunflower Condominium
Association, Inc.



Dimitris Harilaou, Secretary

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