

RETURN TO  
Watson Bailey  
Hwy 60, Mead DR.  
Lakeland FL 33823



INSTR # 2019040733  
BK 10763 Pgs 1975-1977 PG(s) 3  
RECORDED 02/28/2019 02:34:41 PM  
STACY M. BUTTERFIELD,  
CLERK OF COURT POLK COUNTY  
RECORDING FEES \$27.00  
RECORDED BY laurdavi

Prepared By:  
PILKA & ASSOCIATES, P.A.  
Daniel F. Pilka, Esquire  
213 Providence Road  
Brandon, Florida 33511-4707  
Tel.: (813) 653-3800 | Fax: (813) 651-0710

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE IMPERIAL SOUTHGATE  
VILLAS CONDOMINIUM ASSOCIATION, SECTION III, INC. RELATING TO THE  
FREQUENCY AND MANNER OF UNIT OWNERS' WRITTEN INQUIRIES**

WHEREAS, the Imperial Southgate Villas Condominium Association, Section III, Inc.'s ("the Association") Declarations, together with relevant Florida Statutes, authorizes the unit owners and/or their representatives to make certain written inquiries to the Board of Directors regarding Association matters and activities to which the Board of Directors has a legal obligation pursuant to Florida Statute §718.112(2)(a)(2) to respond to the written inquiry within a specified time period. It is further understood that the Association is authorized to enact and adopt reasonable written rules and regulations regarding the frequency and manner of the written inquiry and the Association's obligation to respond to it.

NOW, THEREFORE, be it resolved, that the Board of Directors hereby revokes all prior policies, resolutions, rules and regulations regarding the rules and regulations governing the frequency and scope of the unit owners' requests for information and adopts the following procedures, rules and guidelines for the procedures of rules and guidelines for the manner and scope in which unit owners may submit written inquiries to the Association and the procedure to be followed by the Association in responding thereto which conforms to the Association's Declarations and Florida Statute §718.112(2)(a)(2) as follows:

1. A unit owner and/or his or her legal representative may only submit one (1) written inquiry by certified mail in any given thirty (30) day period.
2. That each such written inquiry will be limited to one (1) subject matter only, with a maximum of three (3) sub-parts in which the Board shall respond to in writing.
3. That in the event the unit owner or its representative has additional subject matters in which it wishes to have the Association address, any additional inquiry will be responded to in the subsequent thirty (30) day period or periods as applicable.
4. That the Board shall have thirty (30) days from the date of

receipt of the written inquiry in order to respond unless the Board feels that a legal opinion is required, in which case it shall notify the unit owner that the matter has been referred to counsel, at which time the Association will have sixty (60) days after its receipt of the inquiry within which to provide in writing a substantive response to the inquiry.

5. That in the event the Board determines that a legal opinion is necessary in order to properly and completely respond to the unit owner's inquiry, the unit owner agrees to be personally responsible for the cost of such legal advice and counsel. Such cost shall constitute an individual special assessment against the unit owner's condominium unit, which if goes unpaid, may be foreclosed upon pursuant to Florida Statute § 718.116.

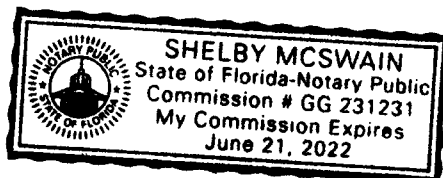
ADOPTED by the Board of Directors this 28 day of February, 2019.

Wathon C. Bailey  
Wathon Bailey, President

STATE OF FLORIDA  
COUNTY OF POLK

BEFORE ME personally appeared Wathon Bailey, who executed the foregoing instrument, and acknowledged to and before me that he executed said instrument for the purposes therein expressed.

Sworn to and subscribed before me this 28<sup>th</sup> day of February, 2019.



Shelby McSwain  
Notary Public, State of Florida  
shelby mcswain  
Print, Type or Stamp Name of Notary

☐ Personally known to me, or  
☒ Produced identification  
Type of identification produced:

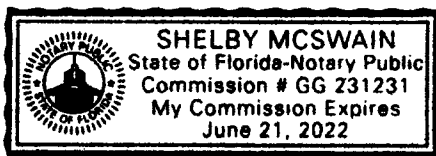
Attested to by:

Sherrill Lee  
Sherrill Lee, Secretary

STATE OF FLORIDA  
COUNTY OF POLK

BEFORE ME personally appeared Sherrill Lee, who executed the foregoing instrument, and acknowledged to and before me that he executed said instrument for the purposes therein expressed.

Sworn to and subscribed before me this 28 day of February, 2019.



Notary Public, State of Florida

Shelby McSwain  
Print, Type or Stamp Name of Notary

☐ Personally known to me, or  
☒ Produced identification  
Type of identification produced:

\_\_\_\_\_