

**WRITTEN RESOLUTION BY THE BOARD OF DIRECTORS OF  
WATERFORD LAKES COMMUNITY ASSOCIATION, INC.**

SEPTEMBER 27, 2021

THE UNDERSIGNED, constituting all of the current members of the Board of Directors (the "Board") of the WATERFORD LAKES COMMUNITY ASSOCIATION, INC., a Florida corporation (the "Association"), hereby adopt the following written resolution at a meeting of the Board that occurred on SEPTEMBER 17, 2021.

WHEREAS, the Association is a homeowners' association governed by the provisions contained in Chapter 720, Florida Statutes; and

WHEREAS, the provisions of Section 720.30851, Florida Statutes<sup>1</sup>, govern the process for providing "estoppel certificates"; and

WHEREAS, the provisions of Section 720.30851, Florida Statutes, permit the Association to charge a fee for the preparation and delivery of an "estoppel certificate", if said fee is established by "written resolution adopted by the board [of the homeowners' association] or provided by a written management, bookkeeping, or maintenance contract"; and

WHEREAS, the Board is adopting the present written resolution to establish the fees (the "Estoppel Fees") for the preparation and delivery of an estoppel certificate (the "Estoppel Certificate") and for the preparation and delivery, by counsel for the Association, of a supplement to estoppel certificate (the "Supplement to Estoppel Certificate").

NOW, THEREFORE, the Board adopts the following resolution:

1. All Estoppel Certificates will be issued by the Association, even if the subject account has been turned over to counsel for the Association for collection efforts, as soon as practical following receipt of a request, provided that request is made in written form or via electronic request (the "Estoppel Request").
2. The Estoppel Certificate should be directed to the person who makes the Estoppel Request (the "Requesting Party").
3. The Estoppel Fee can be charged by the Association, in advance, from the Requesting Party.

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<sup>1</sup> All references herein to Section 720.30851, Florida Statutes, should be deemed to reference both the current language of that section and any subsequent amendments to that language.

4. The Estoppel Fee will be \$250.00, provided that one of the following conditions exists as of the date the certificate is issued:
  - a. There are no delinquent amounts owed to the Association for the applicable parcel; **or**
  - b. There are delinquent amounts owed to the Association for the applicable parcel, but said delinquent amounts do not total a sum which would exceed the quarterly assessment for that parcel for a single quarter of the year in which the certificate is issued (the "Delinquent Amount Maximum") (*e.g.*, if the quarterly assessment for the applicable parcel for the year in which the certificate is issued is \$205.00, the Delinquent Amount Maximum would be \$205.00) and provided the subject account has not been turned over to counsel for the Association for collection efforts.
  
5. In the case of a request for an Estoppel Certificate which is issued by the Association, the Estoppel Fee will be \$400.00, provided that one or both of the following conditions exists as of the date the certificate is issued.
  - a. There are delinquent amounts owed to the Association for the applicable parcel which exceed the Delinquent Amount Maximum; **or**
  - b. The account has been turned over to counsel for the Association for collection efforts.
  
6. In the case of a request for an Estoppel Certificate on an expedited basis which Estoppel Certificate is issued and delivered by the Association within 3 business days after the Estoppel Request is received by the Association, an additional fee of \$100.00 will be charged ("Expedited Fee"). That amount can be charged in addition to the \$250.00 or \$400.00 Estoppel Fee described above. The Expedited Fee will be retained by the Association unless the conditions set forth in paragraph 11 are applicable.
  
7. For all accounts that have been turned over to counsel for the Association for collection efforts, the Estoppel Certificate prepared by the Association will provide all information required by Section 720.30851, Florida Statutes, other than the "ASSESSMENT INFORMATION", as listed in Section 720.30851(1)(h), Florida Statutes. Instead, the Estoppel Certificate will state: "**This account is currently at the attorney for collection. Please contact [name, phone number and e-mail of counsel] for payoff amount.**"
  
8. For all accounts that have been turned over to counsel for the Association for collection efforts, a copy of the Estoppel Certificate prepared by the Association shall be sent to counsel for the Association, via e-mail, within one business day of the date it is issued.

9. Upon receipt of that copy, counsel for the Association shall then send to the Requesting Party a "Supplement to Estoppel Certificate" which will provide the "ASSESSMENT INFORMATION", as listed in Section 720.30851(1)(h), Florida Statutes.
10. The fee to be charged by counsel for the Association, for the issuance of the Supplement to Estoppel Certificate, shall not exceed \$150.00, unless the conditions set forth in paragraph 11 are applicable.
11. If a Supplement to Estoppel Certificate is needed, as described above, and the Estoppel Certificate and the Supplement to Estoppel Certificate are **both** provided to the Requesting Party within 3 business days after the Estoppel Request is received by the Association, the Expedited Fee (previously collected by the Association) will be paid by the Association to counsel for the Association. The Expedited Fee will be due to counsel for the Association in addition to the fee described in paragraph 10 above.
12. In the case of a simultaneous request for Estoppel Certificates relating to multiple parcels owned by the same owner or owners which are issued on a date on which no delinquent amounts are owed to the Association for any of the applicable parcels, the total Estoppel Fees will not exceed the amounts listed in Section 720.30851(7), Florida Statutes.
13. This Resolution is intended to supersede and replace all prior resolutions executed by the Board relating to Estoppel Fees or Estoppel Certificates.

IN WITNESS WHEREOF, the undersigned have executed this Written Resolution, effective as of the date first above written, for the purpose of giving their consent hereto.

Alvin Little  
Alvin LITTLE, Director

Donna M. Lendvas  
Treasurer, Director  
 DONNA LENDVAS

Joy E. Roehmert  
Joy E. Roehmert, Director

Dennis A. Horvath  
DENNIS A. HORVATH, Director

Regina H. Sheppard  
REGINA H. SHEPPARD, Director