

POLICY TITLE – UNIT OWNERS’ INQUIRIES
POLICY SECTION - GOVERNANCE
POLICY NUMBER - 04
DATE OF ORIGIN – 5/24/2017
APPROVED BY – HMCI BOARD OF DIRECTORS – 11/1/2017
REVIEW/REVISION DATE

POLICY STATEMENT – Per Florida Statutes, Section 719.106(1)(a)(3), the Association may adopt reasonable rules and regulations regarding the frequency and manner of responding to the unit owners’ inquiries. The HMCI Board of Directors believe that a policy should be put in place to ensure timeliness and avoid duplicated requests to respond to inquiries.

PURPOSE – The purpose of the policy is to establish a procedure of the frequency and manner of responding to requests for inquiries as well as to avoid an ongoing debate on the same topic.

PRINCIPLES

1. All inquiries must be mailed via Certified to Holiday Manor Co-Op, Inc., 1185 Henderson Creek Drive, Naples, FL 34114. If a request is not mailed via Certified mail, the Board is not required to respond to the request.
2. The inquiry is deemed received as on the date that the mail is physically received in the office. All mail received is to be date stamped.
3. Only (1) one Certified Inquiry, per Unit, is permitted within a 30-day time period.
4. Unit Owners’ shall only file (1) one inquiry with respect to the same subject matter. Any duplicated inquiry with respect to the same subject matter will not require a response during the life of the Cooperative and/or during the Unit Owners’ Membership.