

**OCEAN RITZ CONDOMINIUM ASSOCIATION, INC.**

**RULE REGARDING UNIT OWNER WRITTEN INQUIRIES SENT VIA CERTIFIED MAIL UNDER SECTION 718.112(2)(a), FLORIDA STATUTES**

A. **Frequency**

No unit owner may submit more than one (1) written inquiry pursuant to the Statute during any thirty (30) day period. All written inquiries must be submitted to the Secretary via certified mail.

B. **Manner of Response**

1. Each letter of inquiry may set forth up to ten (10) substantive inquiries. The Association shall determine the number of substantive inquiries in a particular letter. If a unit owner combines multiple substantive inquiries into one question or one letter, the Association has the right to determine how many substantive inquiries are fairly set forth in a particular question or a particular letter. If more than ten (10) substantive inquiries are set forth in one letter, the Association shall respond to ten (10) of the substantive inquiries, to be determined based upon the order in which the inquiries are set forth in the letter or otherwise at the discretion of the Board of Directors.
2. The Association shall not be obligated, in responding to any inquiry under the Statute, to incur professional fees to respond to inquiries which require professional advice or to digest information which is available from an inspection of the official records of the Association or to create a compilation or summary of information that is otherwise available to the unit owner from an inspection of the official records of the Association. If an inquiry under the Statute can be responded to by reviewing the official records of the Association, the Association may respond by providing the owner with relevant documents that substantively respond to the inquiry.
3. The Association's response shall either give a substantive response to the inquirer, notify the inquirer that a legal opinion has been requested, or notify the inquirer that advice has been requested from the Division of Condominiums. If the Association requests advice from the Division, the Board of Directors shall, within 10 days after its receipt of the advice, provide in writing a substantive response to the inquirer. If a legal opinion is requested, the Board of Directors shall, within 60 days after the receipt of the inquiry, provide in writing a substantive response to the inquiry.

C. **Non-Compliant Inquiries**

1. Emails do not constitute a written inquiry by certified mail as required by the statute and will not be responded to.
2. Faxes do not constitute a written inquiry by certified mail as required by the statute and will not be responded to.
3. Scanned letters do not constitute a written inquiry by certified mail as required by the statute and will not be responded to.

Adopted \_\_\_\_\_