

MINUTES OF A MEETING OF DIRECTORS

Ocean Ritz Owners' Association, Inc.

Oct 1, 2019

Un-Approved

The Directors of Ocean Ritz Owners' Association, Inc. (the "Corporation") held a meeting of Directors at Ocean Ritz Association Office, 10611 Front Beach Rd., Panama City Beach, FL 32407 on this the 1st day of Oct 2019.

The following members were present:

D Armstrong

Joe Franke

Stan Graves

Rob Melby

Mark Wrinn

Five of five members present a quorum was established.

Meeting Chair

The President, Mark Wrinn, was the **Chairperson** for the meeting.

Call the Meeting to Order and

The Meeting was called to order at 2:01 PM.

Certify the Notice of the Meeting

The Sergeant of Arms noted that notice of this meeting was properly provided to each director and posted on the property within the time periods required by the bylaws of the Corporation and the laws of the State of Florida.

Approve Minutes of Previous Board Meeting:

The Minutes of Sep 24, 2019 were approved

Unfinished Business:

There were no items of Unfinished Business

New Business: There were Two (2) Items of New Business

ITEM #1: Discuss and Vote to Waive Late Fees, Interest and Attorney Opinion Letter for Unit 1201

Mr. Wrinn motioned, and Mr. Melby seconded, the Association approve a one the waiving of the late fee of \$27.50, the interest of \$7.87 and the attorney fee of \$120 for an opinion letter for a total of \$155.37 leaving a balance due of \$449.60 which must be paid by the Owner of Unit 1201 no later than October 10, 2019 to avoid being turned over to the Association Attorney for collection. Mr. Armstrong, Mr. Franke, Mr. Graves, Mr. Melby and Mr. Wrinn voted YES. There were no, NO votes. Motion carried 5 to 0.

ITEM #2: Discuss and Vote to Send 1st, 2nd Delinquent Notices and Referral to Attorney at or Near the Days Outlined in the Collection Policy Allowing for Weekends, Holidays and etc.

Mr. Wrinn motioned, and Mr. Melby seconded, the Association reaffirm the following:

- 11 DAYS AFTER DUE DATE Mail notice of installment due with reminder that the payment is past due.
- 21 DAYS AFTER DUE DATE Mail 2nd notice of installment due with notice that interest at the rate of 18% per annum is accruing on the unpaid balance from the due date, that a late fee has accrued and that the account will be turned over to the Association's attorney for collection if not paid within 10 days.
- 31 DAYS AFTER DUE DATE Advise Association attorney of non-payment and deliver documentation of financial information regarding delinquent account to attorney's office. Request initiation of legal process for collection.

Mr. Armstrong, Mr. Franke, Mr. Graves, Mr. Melby and Mr. Wrinn voted YES. There were no, NO votes. Motion carried 5 to 0.

Adjourn Meeting:

There being no further business on the Agenda, the October 1, 2019 Ocean Ritz Directors' Meeting was adjourned at 2:10 PM Central Time.

DATED in the State of Florida, on Oct 1, 2019.

D Armstrong (Secretary)