January 23, 2019

Via Certified Mail Return Receipt Requested #«CertMailNumberForCOOL»

«Respondent»

«RespondentAddress»

«RespondentAddress2»

«RespondentCityStateZip»

Sent via email to «RespondentEmail»

Re: «Project»

Case Number «CaseNumber»

Dear «RespondentSalutation»:

The Division of Florida Condominiums, Timeshares and Mobile Homes is the state agency charged with the administration of Chapter 718, Florida Statutes (the Condominium Act) and the related administrative rules promulgated thereunder. The division has completed its investigation concerning division case number «CaseNumber». The division’s findings and proposed resolution have been detailed in the attached Consent Order.

Based upon the evidentiary information obtained, the division finds that the association is in violation of Chapter 718, Florida Statutes, and the administrative rules promulgated thereunder. Pursuant to section 718.501(1)(d)6., Florida Statutes, and rule 61B-21.003, Florida Administrative Code, the division is required to resolve the current violation through an administrative enforcement action.

The division is prepared to settle this matter by way of Consent Order. A Consent Order eliminates the need for additional administrative or legal proceedings. By signing and accepting the Consent Order, the association admits to the violation(s) and agrees to undertake the remedial actions detailed in the attached Consent Order. The association, by entering into this settlement, waives any right to dispute or contest the violation(s) described.

In order to confirm this settlement, please return a signed copy of the attached Consent Agreement by mail to:

Investigator Daniel Brown

Department of Business and Professional Regulation

Division of Condominiums, Timeshares, and Mobile Homes

2601 Blair Stone Road

Tallahassee, Florida 32399-1030

The signed Consent Order and the required civil penalty must be received by the division within 21 days of the date of this letter. Administrative or legal proceedings may be initiated if a timely response to this letter is not received by the deadline provided. Please note that section 718.501(1)(d), Florida Statutes, provides for the levying of civil penalties up to $5,000.00 for each violation of the Condominium Act and related rules under the Florida Administrative Code.

Thank you for your anticipated cooperation in this matter.

Sincerely,

BUREAU OF COMPLIANCE



Daniel Brown, Financial Examiner/Analyst

[daniel.brown@myfloridalicense.com](mailto:daniel.brown@myfloridalicense.com)