January 9, 2019

Via USPS Certified Mail, Return Receipt Requested #«certMailNumber»

Sent via email to

Re: «project»

Case No.

Dear :

The Division of Florida Condominiums, Timeshares, and Mobile Homes (hereafter “the division”) has completed its investigation of a complaint filed against «respondent» (hereafter “the association”). This letter serves to inform you of the results of the investigation, the determination that has been made, and the actions needed to bring this case to closure.

Based on the evidence from this investigation, the division has concluded that the association is in violation of the Condominium Act and/or Florida Administrative Code, and this warning letter is being issued for the following reasons:

In order to bring the association into compliance with the Condominium Act and the Florida Administrative Code, please see the following corrective action:

**NOTE:** **Rule 61B-21.002, F.A.C., requires associations to submit a written response to a Warning Letter. The association’s response must be submitted by «dueDateWarning».**

Please be aware that failure to take corrective action as required may result in an enforcement action by the division, which could include civil penalties up to $5,000 per violation.

The following minor violation was also found and is to be resolved via an educational approach known as an information letter:

I am closing this allegation at this time with the information above, designed to educate you regarding the rules and statutes that must be adhered to. A response to this allegation is not required.

Your attention is directed to rule 61B-23.002(7)(b)1., Florida Administrative Code, which requires that the association retain this letter, or a copy thereof, among the official records of the association.

Thank you for your cooperation, and if you have any questions, please feel free to contact me.

Sincerely,

BUREAU OF COMPLIANCE



Danny Brown, Financial Examiner/Analyst