February 5, 2018

«mediator»

«medAddress»

«medCityStateZip»

Sent via email to «medEmail»

Mediator phone number: «medPhone»

Re: «mhp» Petition for Mediation

Mediator Appointment for Mediation #«medNum»

Dear «titleLast»:

This letter serves to confirm your appointment as mediator for the mediation case involving «mhp». The petition for mediation was submitted by «petitioner», who may be reached at «petContact».

As submitted by the homeowners’ committee, a majority of the affected homeowners have petitioned for mediation, thereby meeting the requirements of section 723.037(5)(a), Florida Statutes. As such, enclosed please find From BPR 34-001, Petition for Mediation, a copy of the notice or notices of lot rental increase, a statement of dispute from homeowners, and a designation of the homeowners’ committee by a majority of homeowners.

Also please find enclosed BPR 34-005, a mediation report for you to return at the end of the process. Please refer to sections 723.037 and 723.038, Florida Statutes, as well as Chapter 61B-32, Florida Administrative Code, for guidance through and the requirements of the mediation process. Links to these statues and rules were provided to you by email.

Note: Pursuant to Rule 61B-32.004(6), Florida Administrative Code, the homeowners’ committee is required to furnish a copy of the documents submitted with the petition for mediation to the park owner or manager.

Please make all effort to contact the parties within 10 days of receipt of this packet and to notify the parties in writing of the time, date, and place of the mediation conference. Unless otherwise agreed to by the parties, the first conference shall be held within 60 days of this letter. Once mediation has taken place, please return Form BPR 34-005 to my attention with 10 days.

Thank you again for your time and attention to this matter.

Sincerely,

BUREAU OF COMPLIANCE



Danny Brown

Investigation Specialist II

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

850.717.1486

Cc: «petitioner»

«mhp» developer per DBPR records