

**RESOLUTION OF BOARD OF DIRECTORS  
OF  
B H C INC., A CONDOMINIUM CORPORATION**

**APPROVAL OF FORM ESTOPPEL CERTIFICATE AND  
FEE FOR PREPARATION OF ESTOPPEL CERTIFICATE**

WHEREAS, Section 718.116(8), Florida Statutes (2017), requires that the Board of Directors of Condominium Associations adopt a Resolution in order to charge a fee for the preparation of Estoppel Certificates requested by a Unit Owner, a Unit mortgagee or their respective designee, unless such charges are set forth in a contract with a manager or management company; and

WHEREAS, the Accounting Agreement calls for all or a portion of the estoppel fee collected by the Association to be paid to the Accounting Company in such agreed upon amounts, which are subject to change, but which shall not exceed the amount permitted by Florida law; and

WHEREAS, the Association desires to adopt a standard form of Estoppel Certificate and authorize a fee in connection with the preparation of Estoppel Certificates, as provided by the statute.

NOW, THEREFORE, the Board of Directors adopts and approves the following Resolution:

BE IT RESOLVED, that the Board President or Treasurer, the Association's Manager or management company, or any authorized designee, is hereby authorized to complete and charge a fee for the completion of an Estoppel Certificate.

Provided that the Estoppel Certificate is delivered within ten (10) business days from receipt of a written or electronic request for an Estoppel Certificate from a Unit Owner or the Owner's designee, or a Unit mortgagee or the Unit mortgagee's designee, the established fee is:

- \$250.00 if the Unit is not delinquent in any monies owed to the Association.
- An additional \$150.00 if there are delinquent monies owed to the Association.
- An additional \$100.00 if the requestor asks for the Estoppel Certificate within three (3) business days.

Simultaneous requests for Estoppel Certificates for multiple Units owned by the same Owner can be completed and delivered in one or more Estoppel Certificates with a fee computed for each Unit as set forth above.

A request will not be deemed received by the Association until the fee is received by the Association or its designee. The Association shall have no obligation to respond to requests on an expedited basis, but may do so in its discretion. Attorneys' fees incurred by the Association

in connection with delinquent Units, including but not limited to attorneys' fees incurred to prepare "Payoff Letters," are not included in the above-stated fees.

The maximum fee the Association will charge if it receives simultaneous requests for Estoppel Certificates for multiple Units owned by the same person or entity and where there are no past due monetary obligations owed to the Association shall be \$750.00.

BE IT FURTHER RESOLVED, that the Association adopts the form Estoppel Certificate attached hereto, which may be completed by the persons or entities referenced above. Ministerial changes to the form may be authorized by the person authorized to complete said form without need for Board action.

BE IT FURTHER RESOLVED, that requests for Estoppel Certificates shall be obtained through:

www.homewisedocs.com

BE IT FURTHER RESOLVED, that the attached Estoppel Certificate shall be posted on the Association's website, Beacon House Club.

THIS RESOLUTION was considered at a meeting held the 11<sup>th</sup> day of November 20 17, at which a quorum of Directors was present. There are 7 total Board members. The number of Board members who voted in favor of this Resolution is 7. The number of Board members who voted against this Resolution is 0. The vote of each Director is reflected in the minutes of the meeting at which this Resolution was adopted.

B H C CLUB, INC., A CONDOMINIUM CORPORATION

BY: \_\_\_\_\_ (copy) Signature on file  
Tom Ragsdale, President

Date: 2/19/2018

(CORPORATE SEAL)

ACTIVE: 10269623\_1