

Ken Lawson, Secretary

Rick Scott, Governor

January 4, 2016

**VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED:
Certified Number 7014 3490 0000 7162 8808**

Hillcrest Country Club No. 15 Condominium, Incorporated
C/o: Mr. Peter Stein, Registered Agent
4800 Hillcrest Lane, #205
Hollywood, Florida 33021

Re: Hillcrest Country Club No. 15 Condominium, Incorporated
Case Number 2015056153

Dear Registered Agent and Directors of the Board of Administration:

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 received a complaint concerning Hillcrest Country Club No. 15 Condominium, Incorporated, filed by Ms. Pierrette Roy, a unit owner.

In her complaint Ms. Roy alleges that the Association, in violation of section 718.112(2)(e), Florida Statutes, failed to properly notice a meeting at which the Association's 2016 annual budget was proposed and adopted. Ms. Roy provided a meeting notice, allegedly only 48 hours in advance on the condominium grounds, reflecting that a budget was going to be addressed. Ms. Roy also provided minutes from this meeting; although the minutes do not reflect the adoption of a 2016 annual budget, Ms. Roy advised that the Board informed the unit owners that a budget was adopted and that there would be no change to 2016 assessments.

The Condominium Act requires associations to mail or hand deliver notices of meetings at which annual budgets will be proposed and/or adopted, and that the budget meeting notices be provided to the unit owners no later than 14 days prior to the date of the meeting. The Condominium Act also requires that a copy of the proposed budget be included with the budget meeting notice, and further requires associations to maintain an affidavit of mailing attesting to the mailing or delivery of the meeting notice.

The division has not reached a conclusion regarding the allegation raised. In order to expedite the resolution of this investigation the division, pursuant to its investigative authority granted under section 718.501(1)(b), (c), Florida Statutes, requires the Association to produce for the division's examination the following evidentiary material **no later than January 18, 2016**:

(a) A substantive response to the allegation presented. If the Association refutes the allegation, the Association's response must contain competent and substantial evidence in support of its rebuttal, including but not limited to:

1. One complete copy of the 2016 budget meeting notice, including all attachments;
2. One copy of the affidavit of mailing of the 2016 budget meeting notice;
3. One copy of the meeting minutes reflecting the adoption of the 2016 annual budget.

These materials may be sent electronically to harry.hague@myfloridalicense.com, faxed to 954.202.3990, or mailed to the following address:

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BUREAU OF COMPLIANCE

Attn: Investigator Hague
1400 West Commercial Blvd, Suite #185
Fort Lauderdale, Florida 33309

Thank you for your anticipated cooperation. Please contact me directly at 954.202.6817 should you have any questions regarding this correspondence.

YOUR ATTENTION IS DIRECTED TO RULE 61B-23.002(7)(b)1., FLORIDA ADMINISTRATIVE CODE, WHICH REQUIRES RETENTION OF THIS LETTER OR A COPY THEREOF AMONG THE OFFICIAL RECORDS OF YOUR CONDOMINIUM ASSOCIATION FOR FUTURE REFERENCE.

Sincerely
BUREAU OF COMPLIANCE



HARRY R. HAGUE
Lead Investigator

HRH/

Copy to: Mr. Jerry Bowen, Vice President
Hillcrest Country Club No. 15 Condominium, Inc.
4800 Hillcrest Lane, #409
Hollywood, Florida 33021