1	
2	An act relating to condominiums and
3	cooperatives; amending s. 718.103, F.S.;
4	defining the terms "buyer" and "division";
5	amending s. 718.111, F.S.; providing for the
6	operation of certain condominiums created prior
7	to 1977 as single associations; permitting
8	consolidated financial operation; requiring a
9	developer-controlled association to exercise
10	due diligence to obtain and maintain insurance;
11	providing that failure to obtain and maintain
12	adequate insurance shall constitute a breach of
13	fiduciary responsibility by the
14	developer-appointed members of the board of
15	directors; requiring adequate insurance or
16	fidelity bonding to cover funds in the custody
17	of an association; providing for financial
18	reporting requirements; providing for the
19	commingling of reserve and operating funds;
20	amending s. 718.112, F.S.; providing
21	requirements for eligibility to be a candidate
22	for the board; providing for the validity of
23	certain actions by the board; amending
24	procedures for elections; amending procedures
25	for recall of board members; amending
26	procedures for mailing of notices; amending
27	procedures for annual budgets; deleting
28	fidelity bonding requirements; amending s.
29	718.115, F.S.; providing procedures that
30	allocate cable television services as a common
31	expense; amending ss. 718.503, 718.504, F.S.;
	1

1	requiring disclosure of financial information;	
2	amending s. 718.116, F.S.; providing for unit	
3	owners and the developer to be assessed in	
4	accordance with their ownership interest in	
5	losses resulting from a natural disaster or an	
6	act of God; amending s. 719.103, F.S.; defining	
7	the terms "buyer" and "division"; amending s.	
8	719.1035, F.S.; requiring filing of	
9	information; amending s. 719.104, F.S.;	
10	requiring notification; amending s. 719.106,	
11	F.S.; providing requirements relating to	
12	association meetings; amending s. 719.301,	
13	F.S.; providing rulemaking authority; amending	
14	s. 719.403, F.S.; requiring filing of	
15	information; amending s. 719.502, F.S.;	
16	providing conditions precedent to closing on a	
17	contract for sale or specified contracts for	
18	lease; providing rulemaking authority; amending	
19	s. 719.503, F.S.; providing conditions for	
20	closing within the 15-day voidability period;	
21	creating s. 719.621, F.S.; providing rulemaking	
22	authority; amending s. 721.05, F.S.; conforming	
23	a cross-reference; amending s. 721.97, F.S. as	
24	created by CS for CS for SB 626 (1998);	
25	providing a 1997 statutory reference; providing	
26	for contingent retroactive application;	
27	providing an effective date.	
28		
29	Be It Enacted by the Legislature of the State of Florida:	
30		
31		
	2	
CODING:Words stricken are deletions; words underlined are additions.		
coping. words stricken are deretions, words <u>undertined</u> are additions.		

1998 Legislature

CS/CS/HB 3321, First Engrossed

Section 1. Section 718.103, Florida Statutes, is 1 2 amended to read: 3 718.103 Definitions.--As used in this chapter, the 4 term: 5 (1)"Assessment" means a share of the funds which are 6 required for the payment of common expenses, which from time 7 to time is assessed against the unit owner. "Association" means, in addition to those entities 8 (2) 9 responsible for the operation of common elements owned in 10 undivided shares by unit owners, any entity which operates or maintains other real property in which condominium unit owners 11 12 have use rights, where unit owner membership in the entity is composed exclusively of condominium unit owners or their 13 14 elected or appointed representatives, and where membership in 15 the entity is a required condition of unit ownership. 16 "Association property" means that property, real (3) 17 and personal, which is owned or leased by, or is dedicated by a recorded plat to, the association for the use and benefit of 18 19 its members. (4) "Board of administration" means the board of 20 directors or other representative body which is responsible 21 for administration of the association. 22 23 "Buyer" means a person who purchases a (5) condominium. The term "purchaser" may be used interchangeably 24 25 with the term "buyer." 26 (6) "Bylaws" means the bylaws of the association as 27 they exist from time to time. 28 (7)(6) "Committee" means a group of board members, 29 unit owners, or board members and unit owners appointed by the 30 board or a member of the board to make recommendations to the 31 3 CODING: Words stricken are deletions; words underlined are additions.

1998 Legislature

CS/CS/HB 3321, First Engrossed

board regarding the association budget or take action on
 behalf of the board.

3 <u>(8)(7)</u> "Common elements" means the portions of the 4 condominium property which are not included in the units.

5 <u>(9)(8)</u> "Common expenses" means all expenses and 6 assessments which are properly incurred by the association for 7 the condominium.

8 <u>(10)(9)</u> "Common surplus" means the excess of all 9 receipts of the association collected on behalf of a 10 condominium (including, but not limited to, assessments, 11 rents, profits, and revenues on account of the common 12 elements) over the common expenses.

13 <u>(11)(10)</u> "Condominium" means that form of ownership of 14 real property which is created pursuant to the provisions of 15 this chapter, which is comprised of units that may be owned by 16 one or more persons, and in which there is, appurtenant to 17 each unit, an undivided share in common elements.

18 <u>(12)(11)</u> "Condominium parcel" means a unit, together 19 with the undivided share in the common elements which is 20 appurtenant to the unit.

21 (13)(12) "Condominium property" means the lands,
22 leaseholds, and personal property that are subjected to
23 condominium ownership, whether or not contiguous, and all
24 improvements thereon and all easements and rights appurtenant
25 thereto intended for use in connection with the condominium.

26 (14)(13) "Conspicuous type" means type in capital 27 letters no smaller than the largest type, exclusive of 28 headings, on the page on which it appears and, in all cases, 29 at least 10-point type. Where conspicuous type is required, 30 it must be separated on all sides from other type and print.

31

1998 Legislature

Conspicuous type may be used in contracts for purchase or
 public offering statements only where required by law.

3 <u>(15)(14)</u> "Declaration" or "declaration of condominium"
4 means the instrument or instruments by which a condominium is
5 created, as they are from time to time amended.

6 (16)(15) "Developer" means a person who creates a 7 condominium or offers condominium parcels for sale or lease in the ordinary course of business, but does not include an owner 8 9 or lessee of a condominium or cooperative unit who has acquired the unit for his or her own occupancy, nor does it 10 include a cooperative association which creates a condominium 11 12 by conversion of an existing residential cooperative after control of the association has been transferred to the unit 13 14 owners if, following the conversion, the unit owners will be 15 the same persons who were unit owners of the cooperative and no units are offered for sale or lease to the public as part 16 17 of the plan of conversion.

18 <u>(17) "Division" means the Division of Florida Land</u>
19 <u>Sales, Condominiums, and Mobile Homes of the Department of</u>
20 <u>Business and Professional Regulation.</u>

21 (18)(16) "Land" means, unless otherwise defined in the declaration as hereinafter provided, the surface of a legally 22 23 described parcel of real property and includes, unless otherwise specified in the declaration and whether separate 24 from or including such surface, airspace lying above and 25 26 subterranean space lying below such surface. However, if so defined in the declaration, the term "land" may mean all or 27 any portion of the airspace or subterranean space between two 28 29 legally identifiable elevations and may exclude the surface of a parcel of real property and may mean any combination of the 30 foregoing, whether or not contiguous. 31

1998 Legislature

CS/CS/HB 3321, First Engrossed

(19)(17) "Limited common elements" means those common 1 2 elements which are reserved for the use of a certain 3 condominium unit or units to the exclusion of other units, as 4 specified in the declaration of condominium. 5 (20)(18) "Operation" or "operation of the condominium" 6 includes the administration and management of the condominium 7 property. 8 (21)(19) "Rental agreement" means any written 9 agreement, or oral agreement if for less duration than 1 year, 10 providing for use and occupancy of premises. (22) (20) "Residential condominium" means a condominium 11 12 consisting of condominium units, any of which are intended for 13 use as a private temporary or permanent residence, except that 14 a condominium is not a residential condominium if the use for which the units are intended is primarily commercial or 15 industrial and not more than three units are intended to be 16 17 used for private residence, and are intended to be used as housing for maintenance, managerial, janitorial, or other 18 19 operational staff of the condominium. With respect to a condominium that is not a timeshare condominium, a residential 20 unit includes a unit intended as a private temporary or 21 permanent residence as well as a unit not intended for 22 23 commercial or industrial use. With respect to a timeshare condominium, the timeshare instrument as defined in s. 24 721.05(28) shall govern the intended use of each unit in the 25 26 condominium. If a condominium is a residential condominium but contains units intended to be used for commercial or 27 industrial purposes, then, with respect to those units which 28 29 are not intended for or used as private residences, the condominium is not a residential condominium. A condominium 30 which contains both commercial and residential units is a 31

CODING: Words stricken are deletions; words underlined are additions.

6

1998 Legislature

CS/CS/HB 3321, First Engrossed

mixed-use condominium subject to the requirements of s. 1 2 718.404. (23)(21) "Special assessment" means any assessment 3 4 levied against unit owners other than the assessment required 5 by a budget adopted annually. 6 (24)(22) "Timeshare estate" means any interest in a 7 unit under which the exclusive right of use, possession, or occupancy of the unit circulates among the various purchasers 8 9 of a timeshare plan pursuant to chapter 721 on a recurring basis for a period of time. 10 (25)(23) "Timeshare unit" means a unit in which 11 12 timeshare estates have been created. (26)(24) "Unit" means a part of the condominium 13 14 property which is subject to exclusive ownership. A unit may 15 be in improvements, land, or land and improvements together, as specified in the declaration. 16 17 (27)(25) "Unit owner" or "owner of a unit" means a 18 record owner of legal title to a condominium parcel. 19 (28)(26) "Voting certificate" means a document which 20 designates one of the record title owners, or the corporate, partnership, or entity representative, who is authorized to 21 vote on behalf of a condominium unit that is owned by more 22 23 than one owner or by any entity. (29)(27) "Voting interest" means the voting rights 24 25 distributed to the association members pursuant to s. 26 718.104(4)(i). 27 Section 2. Subsections (6) and (11), paragraph (c) of subsection (12), and subsection (15) of section 718.111, 28 29 Florida Statutes, are amended to read: 30 718.111 The association.--31 7 CODING: Words stricken are deletions; words underlined are additions.

1998 Legislature

CS/CS/HB 3321, First Engrossed

(6) OPERATION OF PHASE CONDOMINIUMS CREATED PRIOR TO 1 2 1977.--Notwithstanding any provision of this chapter, an 3 association may operate two or more residential condominiums 4 in which the initial condominium declaration was recorded 5 prior to January 1, 1977, a phase project initially created 6 pursuant to former s. 711.64 and may continue to so operate 7 such condominiums project as though it were a single condominium for purposes of financial matters, including 8 9 budgets, assessments, accounting, recordkeeping, and similar matters, if provision is made for such consolidated operation 10 in the applicable declarations of each such condominium as 11 12 initially recorded or in the bylaws as initially adopted. An association for such condominiums may also provide for 13 14 consolidated financial operation as described in this section 15 either by amending its declaration pursuant to s. 718.110(1)(a) or by amending its bylaws and having the 16 17 amendment approved by not less than two-thirds of the total voting interests.Notwithstanding any provision in this 18 19 chapter, common expenses for residential condominiums in such a project being operated by a single association may be 20 assessed against all unit owners in such project pursuant to 21 22 the proportions or percentages established therefor in the 23 declarations as initially recorded or in the bylaws as initially adopted, subject, however, to the limitations of ss. 24 718.116 and 718.302. 25

26

(11) INSURANCE.--

(a) <u>A unit-owner controlled</u> The association shall use
its best efforts to obtain and maintain adequate insurance to
protect the association, the association property, the common
elements, and the condominium property required to be insured
by the association pursuant to paragraph (b). <u>If the</u>

8

1998 Legislature

CS/CS/HB 3321, First Engrossed

association is developer-controlled, the association shall 1 2 exercise due diligence to obtain and maintain such insurance. 3 Failure to obtain and maintain adequate insurance during any 4 period of developer control shall constitute a breach of 5 fiduciary responsibility by the developer appointed members of 6 the board of directors of the association, unless said members 7 can show that despite such failure, they have exercised due diligence. An The association may also obtain and maintain 8 9 liability insurance for directors and officers, insurance for the benefit of association employees, and flood insurance for 10 common elements, association property, and units. An 11 12 association or group of associations may self-insure against claims against the association, the association property, and 13 14 the condominium property required to be insured by an 15 association, upon compliance with ss. 624.460-624.488. A copy 16 of each policy of insurance in effect shall be made available 17 for inspection by unit owners at reasonable times. (b) Every hazard policy which is issued to protect a 18 19 condominium building shall provide that the word "building" wherever used in the policy include, but not necessarily be 20 limited to, fixtures, installations, or additions comprising 21 22 that part of the building within the unfinished interior 23 surfaces of the perimeter walls, floors, and ceilings of the individual units initially installed, or replacements thereof 24 of like kind or quality, in accordance with the original plans 25 26 and specifications, or as they existed at the time the unit 27 was initially conveyed if the original plans and specifications are not available. However, unless prior to 28 29 October 1, 1986, the association is required by the declaration to provide coverage therefor, the word "building" 30

31 does not include unit floor coverings, wall coverings, or

1998 Legislature

CS/CS/HB 3321, First Engrossed

ceiling coverings, and, as to contracts entered into after 1 2 July 1, 1992, does not include the following equipment if it 3 is located within a unit and the unit owner is required to 4 repair or replace such equipment: electrical fixtures, 5 appliances, air conditioner or heating equipment, water 6 heaters, or built-in cabinets. With respect to the coverage 7 provided for by this paragraph, the unit owners shall be 8 considered additional insureds under the policy.

9 (c) Every insurance policy issued to an individual 10 unit owner shall provide that the coverage afforded by such 11 policy is excess over the amount recoverable under any other 12 policy covering the same property without rights of 13 subrogation against the association.

14 (d) The association shall obtain and maintain adequate 15 insurance or fidelity bonding of all persons who control or disburse funds of the association. The insurance policy or 16 17 fidelity bond must cover the maximum funds that will be in the custody of the association or its management agent at any one 18 19 time. As used in this paragraph, the term "persons who control 20 or disburse funds of the association" includes, but is not limited to, those individuals authorized to sign checks and 21 the president, secretary, and treasurer of the association. 22 23 The association shall bear the cost of bonding.

(12) OFFICIAL RECORDS.--

24

(c) The official records of the association are open to inspection by any association member or the authorized representative of such member at all reasonable times. The right to inspect the records includes the right to make or obtain copies, at the reasonable expense, if any, of the association member. The association may adopt reasonable rules regarding the frequency, time, location, notice, and

1998 Legislature

CS/CS/HB 3321, First Engrossed

manner of record inspections and copying. The failure of an 1 association to provide the records within 10 working days 2 3 after receipt of a written request shall create a rebuttable 4 presumption that the association willfully failed to comply 5 with this paragraph. A unit owner who is denied access to official records is entitled to the actual damages or minimum 6 7 damages for the association's willful failure to comply with this paragraph. The minimum damages shall be \$50 per calendar 8 9 day up to 10 days, the calculation to begin on the 11th working day after receipt of the written request. The failure 10 to permit inspection of the association records as provided 11 12 herein entitles any person prevailing in an enforcement action to recover reasonable attorney's fees from the person in 13 14 control of the records who, directly or indirectly, knowingly 15 denied access to the records for inspection. The association shall maintain an adequate number of copies of the 16 17 declaration, articles of incorporation, bylaws, and rules, and all amendments to each of the foregoing, as well as the 18 19 question and answer sheet provided for in s. 718.504 and 20 year-end financial information required in this section on the condominium property to ensure their availability to unit 21 22 owners and prospective purchasers, and may charge its actual 23 costs for preparing and furnishing these documents to those 24 requesting the same. Notwithstanding the provisions of this paragraph, the following records shall not be accessible to 25 26 unit owners:

A record which was prepared by an association
 attorney or prepared at the attorney's express direction,
 which reflects a mental impression, conclusion, litigation
 strategy, or legal theory of the attorney or the association,
 and which was prepared exclusively for civil or criminal

11

ENROLLED 1998 Legislature CS/CS/HB 3321, First Engrossed litigation or for adversarial administrative proceedings, or 1 2 which was prepared in anticipation of imminent civil or 3 criminal litigation or imminent adversarial administrative 4 proceedings until the conclusion of the litigation or 5 adversarial administrative proceedings. 6 2. Information obtained by an association in 7 connection with the approval of the lease, sale, or other transfer of a unit. 8 3. Medical records of unit owners. 9 (15) COMMINGLING.--All funds shall be maintained 10 separately in the association's name. Reserve and operating 11 12 funds of the association shall not be commingled unless 13 combined for investment purposes. This subsection is not meant 14 to prohibit prudent investment of association funds even if 15 combined with operating or other reserve funds of the same association, but such funds must be accounted for separately, 16 17 and the combined account balance may not, at any time, be less than the amount identified as reserve funds in the combined 18 19 account.No manager or business entity required to be licensed 20 or registered under s. 468.432, and no agent, employee, officer, or director of a condominium association shall 21 commingle any association funds with his or her funds or with 22 the funds of any other condominium association or community 23 association as defined in s. 468.431. 24

25 Section 3. Subsection (2) of section 718.112, Florida
26 Statutes, is amended to read:

718.112 Bylaws.--

(2) REQUIRED PROVISIONS.--The bylaws shall provide for
the following and, if they do not do so, shall be deemed to
include the following:

31

27

(a) Administration.--

12

1998 Legislature

CS/CS/HB 3321, First Engrossed

The form of administration of the association shall 1 1 2 be described indicating the title of the officers and board of 3 administration and specifying the powers, duties, manner of 4 selection and removal, and compensation, if any, of officers 5 and boards. In the absence of such a provision, the board of administration shall be composed of five members, except in 6 7 the case of a condominium which has five or fewer units, in which case in a not-for-profit corporation the board shall 8 9 consist of not fewer than three members. In the absence of 10 provisions to the contrary in the bylaws, the board of administration shall have a president, a secretary, and a 11 12 treasurer, who shall perform the duties of such officers 13 customarily performed by officers of corporations. Unless 14 prohibited in the bylaws, the board of administration may 15 appoint other officers and grant them the duties it deems appropriate. Unless otherwise provided in the bylaws, the 16 17 officers shall serve without compensation and at the pleasure of the board of administration. Unless otherwise provided in 18 19 the bylaws, the members of the board shall serve without 20 compensation.

21 2. When a unit owner files a written inquiry by certified mail with the board of administration, the board 22 23 shall respond in writing to the unit owner within 30 days of receipt of the inquiry. The board's response shall either 24 give a substantive response to the inquirer, notify the 25 26 inquirer that a legal opinion has been requested, or notify the inquirer that advice has been requested from the division. 27 If the board requests advice from the division, the board 28 29 shall, within 10 days of its receipt of the advice, provide in writing a substantive response to the inquirer. If a legal 30 opinion is requested, the board shall, within 60 days after 31

13

1998 Legislature

the receipt of the inquiry, provide in writing a substantive 1 2 response to the inquiry. The failure to provide a substantive 3 response to the inquiry as provided herein precludes the board 4 from recovering attorney's fees and costs in any subsequent 5 litigation, administrative proceeding, or arbitration arising 6 out of the inquiry. The association may through its board of 7 administration adopt reasonable rules and regulations regarding the frequency and manner of responding to unit owner 8 9 inquiries, one of which may be that the association is only obligated to respond to one written inquiry per unit in any 10 given 30-day period. In such a case, any additional inquiry 11 12 or inquiries must be responded to in the subsequent 30-day period, or periods, as applicable. 13

14

(b) Quorum; voting requirements; proxies.--

15 Unless a lower number is provided in the bylaws, 1. the percentage of voting interests required to constitute a 16 17 quorum at a meeting of the members shall be a majority of the voting interests. Unless otherwise provided in this chapter or 18 19 in the declaration, articles of incorporation, or bylaws, and except as provided in subparagraph (d)3., decisions shall be 20 made by owners of a majority of the voting interests 21 22 represented at a meeting at which a quorum is present.

23 Except as specifically otherwise provided herein, 2. after January 1, 1992, unit owners may not vote by general 24 proxy, but may vote by limited proxies substantially 25 26 conforming to a limited proxy form adopted by the division. 27 Limited proxies and general proxies may be used to establish a quorum. Limited proxies shall be used for votes taken to 28 29 waive or reduce reserves in accordance with subparagraph (f)2.; for votes taken to waive financial statement 30 requirements as provided by s. 718.111(14); for votes taken to 31

1998 Legislature

CS/CS/HB 3321, First Engrossed

amend the declaration pursuant to s. 718.110; for votes taken 1 to amend the articles of incorporation or bylaws pursuant to 2 3 this section; and for any other matter for which this chapter 4 requires or permits a vote of the unit owners. Except as 5 provided in paragraph (d), after January 1, 1992, no proxy, limited or general, shall be used in the election of board 6 7 members. General proxies may be used for other matters for which limited proxies are not required, and may also be used 8 9 in voting for nonsubstantive changes to items for which a limited proxy is required and given. Notwithstanding the 10 provisions of this subparagraph, unit owners may vote in 11 12 person at unit owner meetings. Nothing contained herein shall 13 limit the use of general proxies or require the use of limited 14 proxies for any agenda item or election at any meeting of a timeshare condominium association. 15

3. Any proxy given shall be effective only for the specific meeting for which originally given and any lawfully adjourned meetings thereof. In no event shall any proxy be valid for a period longer than 90 days after the date of the first meeting for which it was given. Every proxy is revocable at any time at the pleasure of the unit owner executing it.

23 (c) Board of administration meetings.--Meetings of the board of administration at which a quorum of the members is 24 present shall be open to all unit owners. Any unit owner may 25 26 tape record or videotape meetings of the board of administration. The right to attend such meetings includes 27 the right to speak at such meetings with reference to all 28 29 designated agenda items. The division shall adopt reasonable rules governing the tape recording and videotaping of the 30 meeting. The association may adopt reasonable rules governing 31

15

1998 Legislature

CS/CS/HB 3321, First Engrossed

the frequency, duration, and manner of unit owner statements. 1 Adequate notice of all meetings, which notice shall 2 3 specifically incorporate an identification of agenda items, 4 shall be posted conspicuously on the condominium property at 5 least 48 continuous hours preceding the meeting except in an emergency. Any item not included on the notice may be taken 6 7 up on an emergency basis by at least a majority plus one of 8 the members of the board. Such emergency action shall be 9 noticed and ratified at the next regular meeting of the board. However, written notice of any meeting at which nonemergency 10 special assessments, or at which amendment to rules regarding 11 12 unit use, will be considered shall be mailed or delivered to 13 the unit owners and posted conspicuously on the condominium 14 property not less than 14 days prior to the meeting. Evidence 15 of compliance with this 14-day notice shall be made by an 16 affidavit executed by the person providing the notice and 17 filed among the official records of the association. Upon notice to the unit owners, the board shall by duly adopted 18 19 rule designate a specific location on the condominium property 20 or association property upon which all notices of board meetings shall be posted. If there is no condominium property 21 22 or association property upon which notices can be posted, 23 notices of board meetings shall be mailed or delivered at 24 least 14 days before the meeting to the owner of each unit. Notice of any meeting in which regular assessments against 25 26 unit owners are to be considered for any reason shall 27 specifically contain a statement that assessments will be considered and the nature of any such assessments. Meetings of 28 29 a committee to take final action on behalf of the board or make recommendations to the board regarding the association 30 budget are subject to the provisions of this paragraph. 31

16

1998 Legislature

Meetings of a committee that does not take final action on 1 behalf of the board or make recommendations to the board 2 regarding the association budget are subject to the provisions 3 4 of this section, unless those meetings are exempted from this 5 section by the bylaws of the association. Notwithstanding any other law, the requirement that board meetings and committee 6 7 meetings be open to the unit owners is inapplicable to meetings between the board or a committee and the 8 9 association's attorney, with respect to proposed or pending litigation, when the meeting is held for the purpose of 10 seeking or rendering legal advice. 11

12

(d) Unit owner meetings.--

There shall be an annual meeting of the unit 13 1. 14 owners. Unless the bylaws provide otherwise, a vacancy on the 15 board of administration caused by the expiration of a director's term shall be filled by electing a new board 16 17 member, and the election shall be by secret closed ballot; however, if the number of vacancies equals or exceeds the 18 19 number of candidates there is only one candidate for election to fill the vacancy, no election is required. If there is no 20 provision in the bylaws for terms of the members of the board 21 of administration, the terms of all members of the board of 22 23 administration shall expire upon the election of their successors at the annual meeting. Any unit owner desiring to 24 be a candidate for board membership shall comply with 25 26 subparagraph 3. In order to be eligible for board membership a 27 person must meet the requirements set forth in the declaration. A person who has been convicted of any felony by 28 29 any court of record in the United States and who has not had his or her right to vote restored pursuant to law in the 30 jurisdiction of his or her residence is not eligible for board 31 17

1998 Legislature

CS/CS/HB 3321, First Engrossed

membership. The validity of an action by the board is not 1 2 affected if it is later determined that a member of the board 3 is ineligible for board membership due to having been 4

convicted of a felony.

The bylaws shall provide the method of calling 5 2. 6 meetings of unit owners, including annual meetings. Written 7 notice, which notice must include an agenda, shall be mailed 8 or delivered to each unit owner at least 14 days prior to the 9 annual meeting and shall be posted in a conspicuous place on 10 the condominium property at least 14 continuous days preceding the annual meeting. Upon notice to the unit owners, the board 11 12 shall by duly adopted rule designate a specific location on 13 the condominium property or association property upon which 14 all notices of unit owner meetings shall be posted; however, 15 if there is no condominium property or association property 16 upon which notices can be posted, this requirement does not 17 apply. Unless a unit owner waives in writing the right to receive notice of the annual meeting by mail, the notice of 18 19 the annual meeting shall be sent by mail to each unit owner. 20 Where a unit is owned by more than one person, the association shall provide notice, for meetings and all other purposes, to 21 22 that one address which the developer initially identifies for 23 that purpose and thereafter as one or more of the owners of the unit shall so advise the association in writing, or if no 24 address is given or the owners of the unit do not agree, to 25 26 the address provided on the deed of record. An officer of the association, or the manager or other person providing notice 27 of the association meeting, shall provide an affidavit or 28 29 United States Postal Service certificate of mailing, to be included in the official records of the association affirming 30 that the notice was mailed or hand delivered, in accordance 31

18

1998 Legislature

CS/CS/HB 3321, First Engrossed

with this provision, to each unit owner at the address last
 furnished to the association.

3. After January 1, 1992, The members of the board of 3 4 administration shall be elected by written ballot or voting 5 machine. Proxies shall in no event be used in electing the board of administration, either in general elections or б 7 elections to fill vacancies caused by recall, resignation, or otherwise, unless otherwise provided in this chapter. Not less 8 9 than 60 days before a scheduled election, the association shall mail or deliver, whether by separate association mailing 10 or included in another association mailing or delivery 11 12 including regularly published newsletters, to each unit owner entitled to a vote, a first notice of the date of the 13 14 election. Any unit owner or other eligible person desiring to 15 be a candidate for the board of administration must give written notice to the association not less than 40 days before 16 17 a scheduled election. Together with the written notice and agenda as set forth in subparagraph 2., the association shall 18 19 mail or deliver a second notice of the election to all unit owners entitled to vote therein, together with a ballot which 20 shall list all candidates. Upon request of a candidate, the 21 association shall include an information sheet, no larger than 22 23 8 1/2 inches by 11 inches, which must be furnished by the candidate not less than 35 days before the election, to be 24 included with the mailing of the ballot, with the costs of 25 26 mailing or delivery and copying to be borne by the 27 association. However, the association has no liability for the contents of the information sheets prepared by the candidates. 28 29 In order to reduce costs, the association may print or duplicate the information sheets on both sides of the paper. 30 The division shall by rule establish voting procedures 31

19

1998 Legislature

consistent with the provisions contained herein, including 1 rules providing for the secrecy of ballots. Elections shall 2 3 be decided by a plurality of those ballots cast. There shall 4 be no quorum requirement; however, at least 20 percent of the 5 eligible voters must cast a ballot in order to have a valid election of members of the board of administration. No unit 6 7 owner shall permit any other person to vote his or her ballot, and any such ballots improperly cast shall be deemed invalid. 8 9 A unit owner who needs assistance in casting the ballot for the reasons stated in s. 101.051 may obtain assistance in 10 casting the ballot. Any unit owner violating this provision 11 12 may be fined by the association in accordance with s. 718.303. The regular election shall occur on the date of the annual 13 14 meeting. The provisions of this subparagraph shall not apply to timeshare condominium associations. Notwithstanding the 15 provisions of this subparagraph, an election and balloting are 16 not required unless more candidates file notices of intent to 17 run or are nominated than vacancies exist on the board. 18 19 4. Any approval by unit owners called for by this chapter or the applicable declaration or bylaws, including, 20 but not limited to, the approval requirement in s. 718.111(8), 21 shall be made at a duly noticed meeting of unit owners and 22 23 shall be subject to all requirements of this chapter or the applicable condominium documents relating to unit owner 24

decisionmaking, except that unit owners may take action by written agreement, without meetings, on matters for which action by written agreement without meetings is expressly allowed by the applicable bylaws or declaration or any statute that which provides for such action.

30

31

1998 Legislature

CS/CS/HB 3321, First Engrossed

Unit owners may waive notice of specific meetings 1 5. 2 if allowed by the applicable bylaws or declaration or any 3 statute. 4 6. Unit owners shall have the right to participate in 5 meetings of unit owners with reference to all designated agenda items. However, the association may adopt reasonable 6 7 rules governing the frequency, duration, and manner of unit owner participation. 8 9 7. Any unit owner may tape record or videotape a 10 meeting of the unit owners subject to reasonable rules adopted by the division. 11 12 8. Unless otherwise provided in the bylaws, any 13 vacancy occurring on the board before the expiration of a term 14 may be filled by the affirmative vote of the majority of the 15 remaining directors, even if the remaining directors constitute less than a quorum, or by the sole remaining 16 17 director. In the alternative, a board may hold an election to fill the vacancy, in which case the election procedures must 18 19 conform to the requirements of subparagraph 3. unless the 20 association has opted out of the statutory election process, 21 in which case the bylaws of the association control. Unless otherwise provided in the bylaws, a board member appointed or 22 23 elected under this section shall fill the vacancy for the unexpired term of the seat being filled. Filling vacancies 24 25 created by recall is governed by paragraph (j) and rules 26 adopted by the division. 27 Notwithstanding subparagraphs (b)2. and (d)3., an association 28 29 may, by the affirmative vote of a majority of the total voting interests, provide for different voting and election 30 procedures in its bylaws, which vote may be by a proxy 31 21 CODING: Words stricken are deletions; words underlined are additions.

1998 Legislature

CS/CS/HB 3321, First Engrossed

specifically delineating the different voting and election
 procedures. The different voting and election procedures may
 provide for elections to be conducted by limited or general
 proxy.

5 (e) Budget meeting.--The board of administration shall 6 mail or hand deliver to each unit owner, or mail to each unit 7 owner at the address last furnished to the association, a 8 meeting notice and copies of the proposed annual budget of 9 common expenses not less than 14 days prior to the meeting of the unit owners or the board of administration at which the 10 budget will be considered. Evidence of compliance with this 11 12 14-day notice must be made by an affidavit executed by an officer of the association or the manager or other person 13 14 providing notice of the meeting and filed among the official 15 records of the association. The meeting must be open to the unit owners. If an adopted budget requires assessments 16 17 against the unit owners in any fiscal or calendar year which exceed 115 percent of the assessments for the preceding year, 18 19 the board, upon written application of 10 percent of the voting interests to the board, shall call a special meeting of 20 the unit owners within 30 days upon not less than 10 days' 21 written notice to each unit owner. At the special meeting, 22 unit owners shall consider and enact a budget. Unless the 23 bylaws require a larger vote, the adoption of the budget 24 requires a vote of not less than a majority vote of all the 25 26 voting interests. The board of administration may propose a budget to the unit owners at a meeting of members or in 27 writing, and if the budget or proposed budget is approved by 28 29 the unit owners at the meeting or by a majority of all the voting interests in writing, the budget is adopted. If a 30 meeting of the unit owners has been called and a quorum is not 31

1998 Legislature

CS/CS/HB 3321, First Engrossed

attained or a substitute budget is not adopted by the unit 1 owners, the budget adopted by the board of directors goes into 2 3 effect as scheduled. In determining whether assessments 4 exceed 115 percent of similar assessments in prior years, any 5 authorized provisions for reasonable reserves for repair or replacement of the condominium property, anticipated expenses 6 7 by the condominium association which are not anticipated to be incurred on a regular or annual basis, or assessments for 8 9 betterments to the condominium property must be excluded from 10 the computation. However, as long as the developer is in control of the board of administration, the board may not 11 12 impose an assessment for any year greater than 115 percent of the prior fiscal or calendar year's assessment without 13 14 approval of a majority of all the voting interests.

15

(f) Annual budget.--

16 1. The proposed annual budget of common expenses shall 17 be detailed and shall show the amounts budgeted by accounts and expense classifications, including, if applicable, but not 18 19 limited to, those expenses listed in s. 718.504(20). In addition, if the association maintains limited common elements 20 with the cost to be shared only by those entitled to use the 21 22 limited common elements as provided for in s. 718.113(1), the 23 budget or a schedule attached thereto shall show amounts 24 budgeted therefor. If, after turnover of control of the association to the unit owners, any of the expenses listed in 25 26 s. 718.504(20) are not applicable, they need not be listed. 27 2. In addition to annual operating expenses, the budget shall include reserve accounts for capital expenditures 28 29 and deferred maintenance. These accounts shall include, but are not limited to, roof replacement, building painting, and 30 pavement resurfacing, regardless of the amount of deferred 31

23

1998 Legislature

CS/CS/HB 3321, First Engrossed

maintenance expense or replacement cost, and for any other 1 2 item for which the deferred maintenance expense or replacement 3 cost exceeds \$10,000. The amount to be reserved shall be 4 computed by means of a formula which is based upon estimated 5 remaining useful life and estimated replacement cost or 6 deferred maintenance expense of each reserve item. The 7 association may adjust replacement reserve assessments annually to take into account any changes in estimates or 8 9 extension of the useful life of a reserve item caused by deferred maintenance. This subsection does not apply to 10 budgets in which the members of an association have, by a 11 12 majority vote at a duly called meeting of the association, and voting determined for a fiscal year to provide no reserves or 13 14 reserves less adequate than required by this subsection. 15 However, prior to turnover of control of an association by a developer to unit owners other than a developer pursuant to s. 16 17 718.301, the developer may vote to waive the reserves or 18 reduce the funding of reserves for the first 2 years of the 19 operation of the association, after which time reserves may only be waived or reduced only upon the vote of a majority of 20 all nondeveloper voting interests voting in person or by 21 22 limited proxy at a duly called meeting of the association. If 23 a meeting of the unit owners has been called to determine to provide no reserves or reserves less adequate than required, 24 25 and such result is not attained or a quorum is not attained, 26 the reserves as included in the budget shall go into effect. 27 3. Reserve funds and any interest accruing thereon 28 shall remain in the reserve account or accounts, and shall be 29 used only for authorized reserve expenditures unless their use for other purposes is approved in advance by a vote of the 30 majority vote of the voting interests voting in person or by 31

24

1998 Legislature

CS/CS/HB 3321, First Engrossed

limited proxy at a duly called meeting of the association. 1 Prior to turnover of control of an association by a developer 2 to unit owners other than the developer pursuant to s. 3 4 718.301, the developer-controlled association shall not vote 5 to use reserves for purposes other than that for which they were intended without the approval of a majority of all б 7 nondeveloper voting interests, voting in person or by limited proxy at a duly called meeting of the association. 8

9 (g) Assessments.--The manner of collecting from the unit owners their shares of the common expenses shall be 10 stated in the bylaws. Assessments shall be made against units 11 12 not less frequently than quarterly in an amount which is not less than that required to provide funds in advance for 13 14 payment of all of the anticipated current operating expenses 15 and for all of the unpaid operating expenses previously 16 incurred. Nothing in this paragraph shall preclude the right 17 of an association to accelerate assessments of an owner delinquent in payment of common expenses. Accelerated 18 19 assessments shall be due and payable on the date the claim of lien is filed. Such accelerated assessments shall include the 20 amounts due for the remainder of the budget year in which the 21 claim of lien was filed. 22

23

(h) Amendment of bylaws.--

The method by which the bylaws may be amended 24 1. consistent with the provisions of this chapter shall be 25 26 stated. If the bylaws fail to provide a method of amendment, the bylaws may be amended if the amendment is approved by the 27 owners of not less than two-thirds of the voting interests. 28 29 2. No bylaw shall be revised or amended by reference to its title or number only. Proposals to amend existing 30 bylaws shall contain the full text of the bylaws to be 31

25

1998 Legislature

CS/CS/HB 3321, First Engrossed

amended; new words shall be inserted in the text underlined, 1 and words to be deleted shall be lined through with hyphens. 2 3 However, if the proposed change is so extensive that this 4 procedure would hinder, rather than assist, the understanding 5 of the proposed amendment, it is not necessary to use underlining and hyphens as indicators of words added or 6 7 deleted, but, instead, a notation must be inserted immediately preceding the proposed amendment in substantially the 8 9 following language: "Substantial rewording of bylaw. See 10 bylaw for present text."

Nonmaterial errors or omissions in the bylaw
 process will not invalidate an otherwise properly promulgated
 amendment.

14 (i) Transfer fees.--No charge shall be made by the 15 association or any body thereof in connection with the sale, mortgage, lease, sublease, or other transfer of a unit unless 16 17 the association is required to approve such transfer and a fee for such approval is provided for in the declaration, 18 19 articles, or bylaws. Any such fee may be preset, but in no event may such fee exceed \$100 per applicant other than 20 husband/wife or parent/dependent child, which are considered 21 one applicant. However, if the lease or sublease is a renewal 22 23 of a lease or sublease with the same lessee or sublessee, no charge shall be made. The foregoing notwithstanding, an 24 association may, if the authority to do so appears in the 25 26 declaration or bylaws, require that a prospective lessee place 27 a security deposit, in an amount not to exceed the equivalent of 1 month's rent, into an escrow account maintained by the 28 29 association. The security deposit shall protect against damages to the common elements or association property. 30 Payment of interest, claims against the deposit, refunds, and 31

26

1998 Legislature

disputes under this paragraph shall be handled in the same 1 fashion as provided in part II of chapter 83. 2 (j) Fidelity bonds. -- The association shall obtain and 3 4 maintain adequate fidelity bonding of all persons who control 5 or disburse funds of the association. As used in this section, the term "persons who control or disburse funds of 6 7 the association" means those individuals authorized to sign checks, and the president, secretary, and treasurer of the 8 9 association. If an association's annual gross receipts do not 10 exceed \$100,000, the bond shall be in the principal sum of not less than \$10,000 for each such person. If an association's 11 12 annual gross receipts exceed \$100,000, but do not exceed 13 \$300,000, the bond shall be in the principal sum of \$30,000 14 for each such person. If an association's annual gross 15 receipts exceed \$300,000, the bond shall be in the principal sum of not less than \$50,000 for each such person. The 16 17 association shall bear the cost of bonding. 18 (j)(k) Recall of board members.--Subject to the 19 provisions of s. 718.301, any member of the board of administration may be recalled and removed from office with or 20 without cause by the vote or agreement in writing by a 21 22 majority of all the voting interests. A special meeting of the unit owners to recall a member or members of the board of 23 administration may be called by 10 percent of the voting 24 interests giving notice of the meeting as required for a 25 26 meeting of unit owners, and the notice shall state the purpose of the meeting. 27 If the recall is approved by a majority of all 28 1. 29 voting interests by a vote at a meeting, the recall will be effective as provided herein. The board shall duly notice and 30 hold a board meeting within 5 full business days of the 31 27

1998 Legislature

CS/CS/HB 3321, First Engrossed

adjournment of the unit owner meeting to recall one or more board members. At the meeting, the board shall either certify the recall, in which case such member or members shall be recalled effective immediately and shall turn over to the board within 5 full business days any and all records and property of the association in their possession, or shall proceed as set forth in subparagraph 3.

8 2. If the proposed recall is by an agreement in 9 writing by a majority of all voting interests, the agreement in writing or a copy thereof shall be served on the 10 association by certified mail or by personal service in the 11 12 manner authorized by chapter 48 and the Florida Rules of Civil Procedure. The board of administration shall duly notice and 13 14 hold a meeting of the board within 5 full business days after 15 receipt of the agreement in writing. At the meeting, the board 16 shall either certify the written agreement to recall a member 17 or members of the board, in which case such member or members shall be recalled effective immediately and shall turn over to 18 19 the board within 5 full business days any and all records and property of the association in their possession, or proceed as 20 described in subparagraph 3. 21

22 3. If the board determines not to certify the written agreement to recall a member or members of the board, or does 23 not certify the recall by a vote at a meeting, the board 24 shall, within 5 full business days after the meeting, file 25 26 with the division a petition for arbitration pursuant to the 27 procedures in s. 718.1255. For the purposes of this section, the unit owners who voted at the meeting or who executed the 28 29 agreement in writing shall constitute one party under the petition for arbitration. If the arbitrator certifies the 30 recall as to any member or members of the board, the recall 31

28

1998 Legislature

CS/CS/HB 3321, First Engrossed

1 will be effective upon mailing of the final order of 2 arbitration to the association. If the association fails to 3 comply with the order of the arbitrator, the division may take 4 action pursuant to s. 718.501. Any member or members so 5 recalled shall deliver to the board any and all records of the 6 association in their possession within 5 full business days of 7 the effective date of the recall.

8 4. If the board fails to duly notice and hold a board 9 meeting within 5 full business days of service of an agreement 10 in writing or within 5 full business days of the adjournment 11 of the unit owner recall meeting, the recall shall be deemed 12 effective and the board members so recalled shall immediately 13 turn over to the board any and all records and property of the 14 association.

5. If a vacancy occurs on the board as a result of a 15 16 recall and less than a majority of the board members are 17 removed, the vacancy may be filled by the affirmative vote of 18 a majority of the remaining directors, notwithstanding any 19 provision to the contrary contained in this subsection. If vacancies occur on the board as a result of a recall and a 20 majority or more of the board members are removed, the 21 vacancies shall be filled in accordance with procedural rules 22 to be adopted by the division, which rules need not be 23 consistent with this subsection. The rules must provide 24 procedures governing the conduct of the recall election as 25 26 well as the operation of the association during the period after a recall but prior to the recall election. 27

28 <u>(k)(1)</u> Arbitration.--There shall be a provision for 29 mandatory nonbinding arbitration as provided for in s. 30 718.1255.

31

1998 Legislature CS/CS/HB 3321, First Engrossed

1	(1) (m) Certificate of complianceThere shall be a
2	provision that a certificate of compliance from a licensed
3	electrical contractor or electrician may be accepted by the
4	association's board as evidence of compliance of the
5	condominium units to the applicable fire and life safety code.
6	(m) (n) Common elements; limited power to convey
7	1. With respect to condominiums created on or after
8	October 1, 1994, the bylaws shall include a provision granting
9	the association a limited power to convey a portion of the
10	common elements to a condemning authority for the purpose of
11	providing utility easements, right-of-way expansion, or other
12	public purposes, whether negotiated or as a result of eminent
13	domain proceedings.
14	2. In any case where the bylaws are silent as to the
15	association's power to convey common elements as described in
16	subparagraph 1., the bylaws shall be deemed to include the
17	provision described in subparagraph 1.
18	Section 4. Paragraph (b) of subsection (1) of section
19	718.115, Florida Statutes, is amended to read:
20	718.115 Common expenses and common surplus
21	(1)
22	(b) If so provided in the declaration, the cost of a
23	master antenna television system or duly franchised cable
24	television service obtained pursuant to a bulk contract shall
25	be deemed a common expense. If the declaration does not
26	provide for the cost of a master antenna television system or
27	duly franchised cable television service obtained under a bulk
28	contract as a common expense, the board of administration may
29	enter into such a contract and the cost of the service will be
30	a common expense but allocated on a per-unit basis rather than
31	a percentage basis if the declaration provides for other than
	30
a a-	

1998 Legislature

CS/CS/HB 3321, First Engrossed

an equal sharing of common expenses and any contract entered 1 2 into before July 1, 1998, in which the cost of the service is 3 not equally divided among all unit owners, may be changed by 4 vote of a majority of the voting interests present at a 5 regular or special meeting of the association, to allocate the 6 cost equally among all units., and if not, such cost shall be 7 considered common expense if it is designated as such in a written contract between the board of administration and the 8 9 company providing the master television antenna system or the cable television service. The contract shall be for a term of 10 11 not less than 2 years.

12 1. Any contract made by the board after the effective 13 date hereof for a community antenna system or duly franchised 14 cable television service may be canceled by a majority of the 15 voting interests present at the next regular or special meeting of the association. Any member may make a motion to 16 cancel said contract, but if no motion is made or if such 17 motion fails to obtain the required majority at the next 18 19 regular or special meeting, whichever is sooner, following the making of the contract, then such contract shall be deemed 20 ratified for the term therein expressed. 21

Any such contract shall provide, and shall be 22 2. 23 deemed to provide if not expressly set forth, that any hearing impaired or legally blind unit owner who does not occupy the 24 unit with a non-hearing-impaired nonhearing impaired or 25 26 sighted person may discontinue the service without incurring 27 disconnect fees, penalties, or subsequent service charges, and as to such units, the owners shall not be required to pay any 28 29 common expenses charge related to such service. If less than all members of an association share the expenses of cable 30 television, the expense shall be shared equally by all 31

31

1998 Legislature

CS/CS/HB 3321, First Engrossed

participating unit owners. The association may use the 1 provisions of s. 718.116 to enforce payment of the shares of 2 3 such costs by the unit owners receiving cable television. 4 Section 5. Subsection (2) of section 718.503, Florida 5 Statutes, is amended to read: 718.503 Developer disclosure prior to sale; 6 7 nondeveloper unit owner disclosure prior to sale; 8 voidability.--9 (2) NONDEVELOPER DISCLOSURE.--(a) Each unit owner who is not a developer as defined 10 by this chapter shall comply with the provisions of this 11 12 subsection prior to the sale of his or her unit. Each 13 prospective purchaser who has entered into a contract for the 14 purchase of a condominium unit is entitled, at the seller's 15 expense, to a current copy of the declaration of condominium, articles of incorporation of the association, bylaws, and 16 17 rules of the association, as well as a copy of the question and answer sheet provided for by s. 718.504 and a copy of the 18 19 financial information required by s. 718.111. 20 (b) If a person licensed under part I of chapter 475 provides to or otherwise obtains for a prospective purchaser 21 the documents described in this subsection, the person is not 22 23 liable for any error or inaccuracy contained in the documents. (c) Each contract entered into after July 1, 1992, for 24 the resale of a residential unit shall contain in conspicuous 25 26 type either: 1. A clause which states: THE BUYER HEREBY 27 ACKNOWLEDGES THAT BUYER HAS BEEN PROVIDED A CURRENT COPY OF 28 29 THE DECLARATION OF CONDOMINIUM, ARTICLES OF INCORPORATION OF THE ASSOCIATION, BYLAWS, RULES OF THE ASSOCIATION, A COPY OF 30 THE MOST RECENT YEAR-END FINANCIAL INFORMATION AND THE 31 32

1998 Legislature

QUESTION AND ANSWER SHEET MORE THAN 3 DAYS, EXCLUDING 1 SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS, PRIOR TO EXECUTION OF 2 3 THIS CONTRACT; or 4 2. A clause which states: THIS AGREEMENT IS VOIDABLE 5 BY BUYER BY DELIVERING WRITTEN NOTICE OF THE BUYER'S INTENTION TO CANCEL WITHIN 3 DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND б 7 LEGAL HOLIDAYS, AFTER THE DATE OF EXECUTION OF THIS AGREEMENT BY THE BUYER AND RECEIPT BY BUYER OF A CURRENT COPY OF THE 8 9 DECLARATION OF CONDOMINIUM, ARTICLES OF INCORPORATION, BYLAWS, AND RULES OF THE ASSOCIATION, A COPY OF THE MOST RECENT 10 YEAR-END FINANCIAL INFORMATION AND QUESTION AND ANSWER SHEET 11 12 IF SO REQUESTED IN WRITING. ANY PURPORTED WAIVER OF THESE 13 VOIDABILITY RIGHTS SHALL BE OF NO EFFECT. BUYER MAY EXTEND 14 THE TIME FOR CLOSING FOR A PERIOD OF NOT MORE THAN 3 DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS, AFTER THE 15 BUYER RECEIVES THE DECLARATION, ARTICLES OF INCORPORATION, 16 17 BYLAWS, RULES, AND QUESTION AND ANSWER SHEET IF REQUESTED IN WRITING. BUYER'S RIGHT TO VOID THIS AGREEMENT SHALL TERMINATE 18 19 AT CLOSING. 20 A contract that does not conform to the requirements of this 21 22 paragraph is voidable at the option of the purchaser prior to 23 closing. 24 Section 6. Section 718.504, Florida Statutes, is 25 amended to read: 26 718.504 Prospectus or offering circular.--Every developer of a residential condominium which contains more 27 28 than 20 residential units, or which is part of a group of 29 residential condominiums which will be served by property to be used in common by unit owners of more than 20 residential 30 units, shall prepare a prospectus or offering circular and 31 33

1998 Legislature

CS/CS/HB 3321, First Engrossed

file it with the Division of Florida Land Sales, Condominiums, 1 and Mobile Homes prior to entering into an enforceable 2 3 contract of purchase and sale of any unit or lease of a unit 4 for more than 5 years and shall furnish a copy of the 5 prospectus or offering circular to each buyer. In addition to the prospectus or offering circular, each buyer shall be 6 7 furnished a separate page entitled "Frequently Asked Questions and Answers," which shall be in accordance with a format 8 9 approved by the division and a copy of the financial 10 information required by s. 718.111. This page shall, in readable language, inform prospective purchasers regarding 11 12 their voting rights and unit use restrictions, including restrictions on the leasing of a unit; shall indicate whether 13 14 and in what amount the unit owners or the association is 15 obligated to pay rent or land use fees for recreational or other commonly used facilities; shall contain a statement 16 17 identifying that amount of assessment which, pursuant to the budget, would be levied upon each unit type, exclusive of any 18 19 special assessments, and which shall further identify the 20 basis upon which assessments are levied, whether monthly, quarterly, or otherwise; shall state and identify any court 21 22 cases in which the association is currently a party of record in which the association may face liability in excess of 23 \$100,000; and which shall further state whether membership in 24 a recreational facilities association is mandatory, and if so, 25 26 shall identify the fees currently charged per unit type. The 27 division shall by rule require such other disclosure as in its judgment will assist prospective purchasers. The prospectus or 28 29 offering circular may include more than one condominium, although not all such units are being offered for sale as of 30 the date of the prospectus or offering circular. 31 The

34

```
ENROLLED
```

1998 Legislature CS/CS/HB 3321, First Engrossed prospectus or offering circular must contain the following 1 2 information: 3 (1) The front cover or the first page must contain 4 only: 5 (a) The name of the condominium. 6 (b) The following statements in conspicuous type: 7 1. THIS PROSPECTUS (OFFERING CIRCULAR) CONTAINS 8 IMPORTANT MATTERS TO BE CONSIDERED IN ACQUIRING A CONDOMINIUM 9 UNIT. 2. THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN 10 NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL 11 12 REFERENCES, ALL EXHIBITS HERETO, THE CONTRACT DOCUMENTS, AND SALES MATERIALS. 13 14 3. ORAL REPRESENTATIONS CANNOT BE RELIED UPON AS CORRECTLY STATING THE REPRESENTATIONS OF THE DEVELOPER. REFER 15 16 TO THIS PROSPECTUS (OFFERING CIRCULAR) AND ITS EXHIBITS FOR CORRECT REPRESENTATIONS. 17 18 (2) Summary: The next page must contain all 19 statements required to be in conspicuous type in the 20 prospectus or offering circular. 21 (3) A separate index of the contents and exhibits of 22 the prospectus. 23 (4) Beginning on the first page of the text (not including the summary and index), a description of the 24 25 condominium, including, but not limited to, the following 26 information: (a) Its name and location. 27 (b) A description of the condominium property, 28 29 including, without limitation: 30 The number of buildings, the number of units in 1. each building, the number of bathrooms and bedrooms in each 31 35

1998 Legislature

CS/CS/HB 3321, First Engrossed

unit, and the total number of units, if the condominium is not 1 a phase condominium, or the maximum number of buildings that 2 3 may be contained within the condominium, the minimum and 4 maximum numbers of units in each building, the minimum and 5 maximum numbers of bathrooms and bedrooms that may be 6 contained in each unit, and the maximum number of units that 7 may be contained within the condominium, if the condominium is 8 a phase condominium.

9 2. The page in the condominium documents where a copy10 of the plot plan and survey of the condominium is located.

3. The estimated latest date of completion of constructing, finishing, and equipping. In lieu of a date, the description shall include a statement that the estimated date of completion of the condominium is in the purchase agreement and a reference to the article or paragraph containing that information.

(c) The maximum number of units that will use 17 facilities in common with the condominium. If the maximum 18 19 number of units will vary, a description of the basis for variation and the minimum amount of dollars per unit to be 20 spent for additional recreational facilities or enlargement of 21 such facilities. If the addition or enlargement of facilities 22 will result in a material increase of a unit owner's 23 24 maintenance expense or rental expense, if any, the maximum increase and limitations thereon shall be stated. 25

(5)(a) A statement in conspicuous type describing whether the condominium is created and being sold as fee simple interests or as leasehold interests. If the condominium is created or being sold on a leasehold, the location of the lease in the disclosure materials shall be stated.

31

1998 Legislature

(b) If timeshare estates are or may be created with 1 2 respect to any unit in the condominium, a statement in 3 conspicuous type stating that timeshare estates are created 4 and being sold in units in the condominium. 5 (6) A description of the recreational and other 6 commonly used facilities that will be used only by unit owners 7 of the condominium, including, but not limited to, the 8 following: 9 (a) Each room and its intended purposes, location, 10 approximate floor area, and capacity in numbers of people. (b) Each swimming pool, as to its general location, 11 12 approximate size and depths, approximate deck size and 13 capacity, and whether heated. 14 (c) Additional facilities, as to the number of each 15 facility, its approximate location, approximate size, and 16 approximate capacity. 17 (d) A general description of the items of personal property and the approximate number of each item of personal 18 19 property that the developer is committing to furnish for each room or other facility or, in the alternative, a 20 representation as to the minimum amount of expenditure that 21 22 will be made to purchase the personal property for the 23 facility. (e) The estimated date when each room or other 24 25 facility will be available for use by the unit owners. 26 (f)1. An identification of each room or other facility 27 to be used by unit owners that will not be owned by the unit owners or the association; 28 29 2. A reference to the location in the disclosure materials of the lease or other agreements providing for the 30 use of those facilities; and 31 37

1998 Legislature

CS/CS/HB 3321, First Engrossed

3. A description of the terms of the lease or other 1 2 agreements, including the length of the term; the rent 3 payable, directly or indirectly, by each unit owner, and the 4 total rent payable to the lessor, stated in monthly and annual 5 amounts for the entire term of the lease; and a description of any option to purchase the property leased under any such 6 7 lease, including the time the option may be exercised, the 8 purchase price or how it is to be determined, the manner of 9 payment, and whether the option may be exercised for a unit 10 owner's share or only as to the entire leased property. (g) A statement as to whether the developer may 11 12 provide additional facilities not described above; their general locations and types; improvements or changes that may 13 14 be made; the approximate dollar amount to be expended; and the 15 maximum additional common expense or cost to the individual 16 unit owners that may be charged during the first annual period 17 of operation of the modified or added facilities. 18 19 Descriptions as to locations, areas, capacities, numbers, volumes, or sizes may be stated as approximations or minimums. 20 21 (7) A description of the recreational and other facilities that will be used in common with other 22 23 condominiums, community associations, or planned developments 24 which require the payment of the maintenance and expenses of such facilities, either directly or indirectly, by the unit 25 26 owners. The description shall include, but not be limited to, the following: 27 (a) Each building and facility committed to be built. 28 29 (b) Facilities not committed to be built except under certain conditions, and a statement of those conditions or 30 contingencies. 31

1998 Legislature

CS/CS/HB 3321, First Engrossed

(c) As to each facility committed to be built, or 1 2 which will be committed to be built upon the happening of one 3 of the conditions in paragraph (b), a statement of whether it 4 will be owned by the unit owners having the use thereof or by 5 an association or other entity which will be controlled by them, or others, and the location in the exhibits of the lease 6 7 or other document providing for use of those facilities. (d) The year in which each facility will be available 8 9 for use by the unit owners or, in the alternative, the maximum number of unit owners in the project at the time each of all 10 of the facilities is committed to be completed. 11 12 (e) A general description of the items of personal property, and the approximate number of each item of personal 13 14 property, that the developer is committing to furnish for each 15 room or other facility or, in the alternative, a representation as to the minimum amount of expenditure that 16 17 will be made to purchase the personal property for the 18 facility. 19 (f) If there are leases, a description thereof, 20 including the length of the term, the rent payable, and a description of any option to purchase. 21 22 23 Descriptions shall include location, areas, capacities, 24 numbers, volumes, or sizes and may be stated as approximations 25 or minimums. 26 (8) Recreation lease or associated club membership: (a) If any recreational facilities or other facilities 27 offered by the developer and available to, or to be used by, 28 29 unit owners are to be leased or have club membership associated, the following statement in conspicuous type shall 30 be included: THERE IS A RECREATIONAL FACILITIES LEASE 31 39 CODING: Words stricken are deletions; words underlined are additions.

ASSOCIATED WITH THIS CONDOMINIUM; or, THERE IS A CLUB 1 MEMBERSHIP ASSOCIATED WITH THIS CONDOMINIUM. There shall be a 2 reference to the location in the disclosure materials where 3 4 the recreation lease or club membership is described in 5 detail. (b) If it is mandatory that unit owners pay a fee, 6 7 rent, dues, or other charges under a recreational facilities lease or club membership for the use of facilities, there 8 9 shall be in conspicuous type the applicable statement: MEMBERSHIP IN THE RECREATIONAL FACILITIES CLUB IS 10 1. MANDATORY FOR UNIT OWNERS; or 11 12 2. UNIT OWNERS ARE REQUIRED, AS A CONDITION OF 13 OWNERSHIP, TO BE LESSEES UNDER THE RECREATIONAL FACILITIES 14 LEASE; or 15 3. UNIT OWNERS ARE REQUIRED TO PAY THEIR SHARE OF THE COSTS AND EXPENSES OF MAINTENANCE, MANAGEMENT, UPKEEP, 16 17 REPLACEMENT, RENT, AND FEES UNDER THE RECREATIONAL FACILITIES LEASE (OR THE OTHER INSTRUMENTS PROVIDING THE FACILITIES); or 18 19 4. A similar statement of the nature of the organization or the manner in which the use rights are 20 21 created, and that unit owners are required to pay. 22 23 Immediately following the applicable statement, the location in the disclosure materials where the development is described 24 in detail shall be stated. 25 26 (c) If the developer, or any other person other than 27 the unit owners and other persons having use rights in the facilities, reserves, or is entitled to receive, any rent, 28 fee, or other payment for the use of the facilities, then 29 there shall be the following statement in conspicuous type: 30 THE UNIT OWNERS OR THE ASSOCIATION(S) MUST PAY RENT OR LAND 31 40

1 2

3 4

5

6 7

8 9

10

11

12

13 14

15

16 17

18 19

20 21 22

23

24

25 26

27

28

29

1998 Legislature

USE FEES FOR RECREATIONAL OR OTHER COMMONLY USED FACILITIES. Immediately following this statement, the location in the disclosure materials where the rent or land use fees are described in detail shall be stated. (d) If, in any recreation format, whether leasehold, club, or other, any person other than the association has the right to a lien on the units to secure the payment of assessments, rent, or other exactions, there shall appear a statement in conspicuous type in substantially the following form: THERE IS A LIEN OR LIEN RIGHT AGAINST EACH UNIT TO 1. SECURE THE PAYMENT OF RENT AND OTHER EXACTIONS UNDER THE RECREATION LEASE. THE UNIT OWNER'S FAILURE TO MAKE THESE PAYMENTS MAY RESULT IN FORECLOSURE OF THE LIEN; or THERE IS A LIEN OR LIEN RIGHT AGAINST EACH UNIT TO 2. SECURE THE PAYMENT OF ASSESSMENTS OR OTHER EXACTIONS COMING DUE FOR THE USE, MAINTENANCE, UPKEEP, OR REPAIR OF THE RECREATIONAL OR COMMONLY USED FACILITIES. THE UNIT OWNER'S FAILURE TO MAKE THESE PAYMENTS MAY RESULT IN FORECLOSURE OF THE LIEN. Immediately following the applicable statement, the location in the disclosure materials where the lien or lien right is described in detail shall be stated. (9) If the developer or any other person has the right to increase or add to the recreational facilities at any time after the establishment of the condominium whose unit owners have use rights therein, without the consent of the unit owners or associations being required, there shall appear a

30 statement in conspicuous type in substantially the following 31 form: RECREATIONAL FACILITIES MAY BE EXPANDED OR ADDED

CODING:Words stricken are deletions; words underlined are additions.

41

1998 Legislature

CS/CS/HB 3321, First Engrossed

WITHOUT CONSENT OF UNIT OWNERS OR THE ASSOCIATION(S). 1 Immediately following this statement, the location in the 2 3 disclosure materials where such reserved rights are described 4 shall be stated. 5 (10) A statement of whether the developer's plan 6 includes a program of leasing units rather than selling them, 7 or leasing units and selling them subject to such leases. Ιf so, there shall be a description of the plan, including the 8 9 number and identification of the units and the provisions and 10 term of the proposed leases, and a statement in boldfaced type that: THE UNITS MAY BE TRANSFERRED SUBJECT TO A LEASE. 11 12 (11) The arrangements for management of the 13 association and maintenance and operation of the condominium 14 property and of other property that will serve the unit owners 15 of the condominium property, and a description of the management contract and all other contracts for these purposes 16 17 having a term in excess of 1 year, including the following: The names of contracting parties. 18 (a) 19 (b) The term of the contract. (c) The nature of the services included. 20 The compensation, stated on a monthly and annual 21 (d) 22 basis, and provisions for increases in the compensation. 23 (e) A reference to the volumes and pages of the condominium documents and of the exhibits containing copies of 24 25 such contracts. 26 Copies of all described contracts shall be attached as 27 exhibits. If there is a contract for the management of the 28 29 condominium property, then a statement in conspicuous type in substantially the following form shall appear, identifying the 30 proposed or existing contract manager: THERE IS (IS TO BE) A 31 42

1998 Legislature

CS/CS/HB 3321, First Engrossed

1 CONTRACT FOR THE MANAGEMENT OF THE CONDOMINIUM PROPERTY WITH 2 (NAME OF THE CONTRACT MANAGER). Immediately following this 3 statement, the location in the disclosure materials of the 4 contract for management of the condominium property shall be 5 stated.

(12) If the developer or any other person or persons 6 7 other than the unit owners has the right to retain control of the board of administration of the association for a period of 8 9 time which can exceed 1 year after the closing of the sale of a majority of the units in that condominium to persons other 10 than successors or alternate developers, then a statement in 11 12 conspicuous type in substantially the following form shall be included: THE DEVELOPER (OR OTHER PERSON) HAS THE RIGHT TO 13 14 RETAIN CONTROL OF THE ASSOCIATION AFTER A MAJORITY OF THE UNITS HAVE BEEN SOLD. Immediately following this statement, 15 the location in the disclosure materials where this right to 16 17 control is described in detail shall be stated.

(13) If there are any restrictions upon the sale, 18 19 transfer, conveyance, or leasing of a unit, then a statement in conspicuous type in substantially the following form shall 20 be included: THE SALE, LEASE, OR TRANSFER OF UNITS IS 21 22 RESTRICTED OR CONTROLLED. Immediately following this 23 statement, the location in the disclosure materials where the restriction, limitation, or control on the sale, lease, or 24 transfer of units is described in detail shall be stated. 25 26 (14) If the condominium is part of a phase project, the following information shall be stated: 27

(a) A statement in conspicuous type in substantially
the following form: THIS IS A PHASE CONDOMINIUM. ADDITIONAL
LAND AND UNITS MAY BE ADDED TO THIS CONDOMINIUM. Immediately

1998 Legislature

CS/CS/HB 3321, First Engrossed

following this statement, the location in the disclosure 1 materials where the phasing is described shall be stated. 2 3 (b) A summary of the provisions of the declaration 4 which provide for the phasing. 5 (c) A statement as to whether or not residential 6 buildings and units which are added to the condominium may be 7 substantially different from the residential buildings and units originally in the condominium. If the added residential 8 9 buildings and units may be substantially different, there shall be a general description of the extent to which such 10 added residential buildings and units may differ, and a 11 12 statement in conspicuous type in substantially the following form shall be included: BUILDINGS AND UNITS WHICH ARE ADDED TO 13 14 THE CONDOMINIUM MAY BE SUBSTANTIALLY DIFFERENT FROM THE OTHER BUILDINGS AND UNITS IN THE CONDOMINIUM. Immediately following 15 this statement, the location in the disclosure materials where 16 17 the extent to which added residential buildings and units may substantially differ is described shall be stated. 18 19 (d) A statement of the maximum number of buildings 20 containing units, the maximum and minimum numbers of units in each building, the maximum number of units, and the minimum 21 22 and maximum square footage of the units that may be contained 23 within each parcel of land which may be added to the 24 condominium. (15) If the condominium is created by conversion of 25 26 existing improvements, the following information shall be stated: 27 (a) The information required by s. 718.616. 28 29 (b) A caveat that there are no express warranties unless they are stated in writing by the developer. 30 31 44 CODING: Words stricken are deletions; words underlined are additions.

1998 Legislature

CS/CS/HB 3321, First Engrossed

(16) A summary of the restrictions, if any, to be 1 2 imposed on units concerning the use of any of the condominium 3 property, including statements as to whether there are 4 restrictions upon children and pets, and reference to the 5 volumes and pages of the condominium documents where such 6 restrictions are found, or if such restrictions are contained 7 elsewhere, then a copy of the documents containing the 8 restrictions shall be attached as an exhibit.

9 (17) If there is any land that is offered by the developer for use by the unit owners and that is neither owned 10 by them nor leased to them, the association, or any entity 11 12 controlled by unit owners and other persons having the use rights to such land, a statement shall be made as to how such 13 14 land will serve the condominium. If any part of such land will serve the condominium, the statement shall describe the 15 land and the nature and term of service, and the declaration 16 17 or other instrument creating such servitude shall be included 18 as an exhibit.

(18) The manner in which utility and other services, including, but not limited to, sewage and waste disposal, water supply, and storm drainage, will be provided and the person or entity furnishing them.

23 (19) An explanation of the manner in which the
24 apportionment of common expenses and ownership of the common
25 elements has been determined.

26 (20) An estimated operating budget for the condominium 27 and the association, and a schedule of the unit owner's 28 expenses shall be attached as an exhibit and shall contain the 29 following information:

30 31

5.

1998 Legislature

CS/CS/HB 3321, First Engrossed

1 (a) The estimated monthly and annual expenses of the 2 condominium and the association that are collected from unit 3 owners by assessments.

4 (b) The estimated monthly and annual expenses of each 5 unit owner for a unit, other than common expenses paid by all 6 unit owners, payable by the unit owner to persons or entities 7 other than the association, as well as to the association, 8 including fees assessed pursuant to s. 718.113(1) for 9 maintenance of limited common elements where such costs are shared only by those entitled to use the limited common 10 element, and the total estimated monthly and annual expense. 11 12 There may be excluded from this estimate expenses which are not provided for or contemplated by the condominium documents, 13 14 including, but not limited to, the costs of private telephone; 15 maintenance of the interior of condominium units, which is not the obligation of the association; maid or janitorial services 16 17 privately contracted for by the unit owners; utility bills billed directly to each unit owner for utility services to his 18 19 or her unit; insurance premiums other than those incurred for policies obtained by the condominium; and similar personal 20 expenses of the unit owner. A unit owner's estimated payments 21 for assessments shall also be stated in the estimated amounts 22 23 for the times when they will be due.

(c) The estimated items of expenses of the condominium and the association, except as excluded under paragraph (b), including, but not limited to, the following items, which shall be stated either as an association expense collectible by assessments or as unit owners' expenses payable to persons other than the association:

30 31 Expenses for the association and condominium:
 Administration of the association.

46

1998 Legislature CS/CS/HB 3321, First Engrossed

1	b. Management fees.
2	c. Maintenance.
3	d. Rent for recreational and other commonly used
4	facilities.
5	e. Taxes upon association property.
6	f. Taxes upon leased areas.
7	g. Insurance.
8	h. Security provisions.
9	i. Other expenses.
10	j. Operating capital.
11	k. Reserves.
12	1. Fees payable to the division.
13	2. Expenses for a unit owner:
14	a. Rent for the unit, if subject to a lease.
15	b. Rent payable by the unit owner directly to the
16	lessor or agent under any recreational lease or lease for the
17	use of commonly used facilities, which use and payment is a
18	mandatory condition of ownership and is not included in the
19	common expense or assessments for common maintenance paid by
20	the unit owners to the association.
21	(d) The estimated amounts shall be stated for a period
22	of at least 12 months and may distinguish between the period
23	prior to the time unit owners other than the developer elect a
24	majority of the board of administration and the period after
25	that date.
26	(21) A schedule of estimated closing expenses to be
27	paid by a buyer or lessee of a unit and a statement of whether
28	title opinion or title insurance policy is available to the
29	buyer and, if so, at whose expense.
30	(22) The identity of the developer and the chief
31	operating officer or principal directing the creation and sale
	47
CODING: Words stricken are deletions; words <u>underlined</u> are additions.	

1 2

3

4

5

6

7

8

9

10

11 12

13 14

15

16 17

18

19

20

1998 Legislature CS/CS/HB 3321, First Engrossed of the condominium and a statement of its and his or her experience in this field. (23) Copies of the following, to the extent they are applicable, shall be included as exhibits: (a) The declaration of condominium, or the proposed declaration if the declaration has not been recorded. (b) The articles of incorporation creating the association. (c) The bylaws of the association. (d) The ground lease or other underlying lease of the condominium. (e) The management agreement and all maintenance and other contracts for management of the association and operation of the condominium and facilities used by the unit owners having a service term in excess of 1 year. (f) The estimated operating budget for the condominium and the required schedule of unit owners' expenses. (g) A copy of the floor plan of the unit and the plot plan showing the location of the residential buildings and the recreation and other common areas.

(h) The lease of recreational and other facilities
that will be used only by unit owners of the subject
condominium.

(i) The lease of facilities used by owners and others. (j) The form of unit lease, if the offer is of a leasehold. (k) A declaration of servitude of properties serving the condominium but not owned by unit owners or leased to them or the association.

48

1998 Legislature

CS/CS/HB 3321, First Engrossed

(1) The statement of condition of the existing 1 2 building or buildings, if the offering is of units in an 3 operation being converted to condominium ownership. 4 (m) The statement of inspection for termite damage and 5 treatment of the existing improvements, if the condominium is 6 a conversion. 7 (n) The form of agreement for sale or lease of units. 8 (o) A copy of the agreement for escrow of payments 9 made to the developer prior to closing. 10 (p) A copy of the documents containing any restrictions on use of the property required by subsection 11 (16). 12 13 (24) Any prospectus or offering circular complying, 14 prior to the effective date of this act, with the provisions 15 of former ss. 711.69 and 711.802 may continue to be used without amendment or may be amended to comply with the 16 17 provisions of this chapter. 18 (25) A brief narrative description of the location and 19 effect of all existing and intended easements located or to be located on the condominium property other than those described 20 21 in the declaration. 22 (26) If the developer is required by state or local 23 authorities to obtain acceptance or approval of any dock or marina facilities intended to serve the condominium, a copy of 24 25 any such acceptance or approval acquired by the time of filing with the division under s. 718.502(1) or a statement that such 26 27 acceptance or approval has not been acquired or received. 28 (27) Evidence demonstrating that the developer has an 29 ownership, leasehold, or contractual interest in the land upon 30 which the condominium is to be developed. 31 49 CODING: Words stricken are deletions; words underlined are additions.

1998 Legislature

CS/CS/HB 3321, First Engrossed

Section 7. Paragraph (a) of subsection (9) of section 1 2 718.116, Florida Statutes, is amended to read: 3 718.116 Assessments; liability; lien and priority; 4 interest; collection.--(9)(a) No unit owner may be excused from the payment 5 6 of his or her share of the common expense of a condominium 7 unless all unit owners are likewise proportionately excused from payment, except as provided in subsection (1) and in the 8 9 following cases: If the declaration so provides, a developer or 10 1. other person who owns condominium units offered for sale may 11 12 be excused from the payment of the share of the common expenses and assessments related to those units for a stated 13 14 period of time subsequent to the recording of the declaration 15 of condominium. The period must terminate no later than the first day of the fourth calendar month following the month in 16 17 which the closing of the purchase and sale of the first condominium unit occurs. However, the developer must pay 18 19 those the portion of common expenses incurred during that period which exceed the amount assessed against other unit 20 owners. Notwithstanding this limitation, if a 21 developer-controlled association has maintained all insurance 22 23 coverages required by s. 718.111(11)(a), the common expenses incurred during the foregoing period resulting from a natural 24 disaster or an act of God, which are not covered by insurance 25 26 proceeds from the insurance maintained by the association, may 27 be assigned against all unit owners owning units on the date of such natural disaster or act of God, and their successors 28 29 and assigns, including the developer with respect to units 30 owned by the developer. In the event of such an assessment, 31 50

1998 Legislature

CS/CS/HB 3321, First Engrossed

all units shall be assessed in accordance with their ownership 1 2 interest in the common elements as required by s. 718.115(2). 3 2. A developer or other person who owns condominium 4 units or who has an obligation to pay condominium expenses may 5 be excused from the payment of his or her share of the common expense which would have been assessed against those units 6 7 during the period of time that he or she has guaranteed to 8 each purchaser in the purchase contract, declaration, or 9 prospectus, or by agreement between the developer and a majority of the unit owners other than the developer, that the 10 assessment for common expenses of the condominium imposed upon 11 12 the unit owners would not increase over a stated dollar amount and has obligated himself or herself to pay any amount of 13 14 common expenses incurred during that period and not produced 15 by the assessments at the guaranteed level receivable from other unit owners. Notwithstanding this limitation, if a 16 17 developer-controlled association has maintained all insurance coverages required by s. 718.111(11)(a), the common expenses 18 19 incurred during the guarantee period resulting from a natural 20 disaster or an act of God, which are not covered by insurance proceeds from the insurance maintained by the association, may 21 be assessed against all unit owners owning units on the date 22 23 of such natural disaster or act of God, and their successors 24 and assigns, including the developer with respect to units owned by the developer. In the event of such an assessment, 25 26 all units shall be assessed in accordance with their ownership 27 interest in the common elements as required by s. 718.115(2). The guarantee may provide that after an initial stated period, 28 29 the developer has an option or options to extend the guarantee for one or more additional stated periods. 30 31

1998 Legislature CS/CS/HB 3321, First Engrossed 1 Section 8. Section 719.103, Florida Statutes, is 2 amended to read: 3 719.103 Definitions.--As used in this chapter: 4 (1) "Assessment" means a share of the funds required 5 for the payment of common expenses, which from time to time is 6 assessed against the unit owner. 7 "Association" means the corporation for profit or (2) 8 not for profit that owns the record interest in the 9 cooperative property or a leasehold of the property of a 10 cooperative and that is responsible for the operation of the cooperative. 11 (3) "Board of administration" means the board of 12 directors or other representative body responsible for 13 14 administration of the association. 15 (4) "Buyer" means a person who purchases a cooperative. The term "purchaser" may be used interchangeably 16 17 with the term "buyer." (5) (4) "Bylaws" means the bylaws of the association 18 19 existing from time to time. 20 (6)(5) "Committee" means a group of board members, 21 unit owners, or board members and unit owners appointed by the board or a member of the board to make recommendations to the 22 23 board regarding the association budget or take action on behalf of the board. 24 25 (7) (7) (6) "Common areas" means the portions of the 26 cooperative property not included in the units. 27 (8) "Common areas" includes within its meaning the 28 following: 29 (a) The cooperative property which is not included 30 within the units. 31

1998 Legislature

(b) Easements through units for conduits, ducts, 1 2 plumbing, wiring, and other facilities for the furnishing of 3 utility services to units and the common areas. 4 (c) An easement of support in every portion of a unit 5 which contributes to the support of a building. 6 (d) The property and installations required for the 7 furnishing of utilities and other services to more than one 8 unit or to the common areas. 9 (e) Any other part of the cooperative property 10 designated in the cooperative documents as common areas. (9)(7) "Common expenses" means all expenses and 11 12 assessments properly incurred by the association for the 13 cooperative. 14 (10)(8) "Common surplus" means the excess of all 15 receipts of the association--including, but not limited to, 16 assessments, rents, profits, and revenues on account of the 17 common areas--over the amount of common expenses. 18 (11) "Conspicuous type" means type in capital letters 19 no smaller than the largest type on the page on which it 20 appears. 21 (12)(9) "Cooperative" means that form of ownership of 22 real property wherein legal title is vested in a corporation 23 or other entity and the beneficial use is evidenced by an ownership interest in the association and a lease or other 24 muniment of title or possession granted by the association as 25 26 the owner of all the cooperative property. 27 (13)(10) "Cooperative documents" means: (a) The documents that create a cooperative, 28 29 including, but not limited to, articles of incorporation of the association, bylaws, and the ground lease or other 30 underlying lease, if any. 31 53 CODING: Words stricken are deletions; words underlined are additions.

1998 Legislature

CS/CS/HB 3321, First Engrossed

(b) The document evidencing a unit owner's membership 1 2 or share in the association. 3 (c) The document recognizing a unit owner's title or 4 right of possession to his or her unit. (14)(11) "Cooperative parcel" means the shares or 5 6 other evidence of ownership in a cooperative representing an 7 undivided share in the assets of the association, together with the lease or other muniment of title or possession. 8 9 (15)(12) "Cooperative property" means the lands, 10 leaseholds, and personal property owned by a cooperative association. 11 12 (16)(13) "Developer" means a person who creates a 13 cooperative or who offers cooperative parcels for sale or 14 lease in the ordinary course of business, but does not include the owner or lessee of a unit who has acquired or leased the 15 unit for his or her own occupancy, nor does it include a 16 17 condominium association which creates a cooperative by conversion of an existing residential condominium after 18 19 control of the association has been transferred to the unit owners if, following the conversion, the unit owners will be 20 the same persons. 21 "Division" means the Division of Florida Land 22 (17)23 Sales, Condominiums and Mobile Homes of the Department of 24 Business and Professional Regulation. (18) "Limited common areas" means those common areas 25 26 which are reserved for the use of a certain cooperative unit 27 or units to the exclusion of other units, as specified in the cooperative documents. 28 29 (19)(14) "Operation" or "operation of the cooperative" includes the administration and management of the cooperative 30 31 property. 54

1998 Legislature

CS/CS/HB 3321, First Engrossed

"Rental agreement" means any written agreement, 1 (20) 2 or oral agreement if for less duration than 1 year, providing 3 for use and occupancy of premises. (21) "Residential cooperative" means a cooperative 4 5 consisting of cooperative units, any of which are intended for 6 use as a private residence. A cooperative is not a residential 7 cooperative if the use of the units is intended as primarily 8 commercial or industrial and not more than three units are 9 intended to be used for private residence, domicile, or homestead, or if the units are intended to be used as housing 10 for maintenance, managerial, janitorial, or other operational 11 12 staff of the cooperative. If a cooperative is a residential cooperative under this definition, but has units intended to 13 14 be commercial or industrial, then the cooperative is a 15 residential cooperative with respect to those units intended for use as a private residence, domicile, or homestead, but 16 17 not a residential cooperative with respect to those units 18 intended for use commercially or industrially. 19 (22)(15) "Unit" means a part of the cooperative property which is subject to exclusive use and possession. 20 Α unit may be improvements, land, or land and improvements 21 22 together, as specified in the cooperative documents. (23)(16) "Unit owner" or "owner of a unit" means the 23 person holding a share in the cooperative association and a 24 lease or other muniment of title or possession of a unit that 25 26 is granted by the association as the owner of the cooperative 27 property. (17) "Residential cooperative" means a cooperative 28 29 consisting of cooperative units, any of which are intended for use as a private residence. A cooperative is not a 30 residential cooperative if the use of the units is intended as 31 55 CODING: Words stricken are deletions; words underlined are additions.

1998 Legislature

primarily commercial or industrial and not more than three 1 units are intended to be used for private residence, domicile, 2 3 or homestead, or if the units are intended to be used as 4 housing for maintenance, managerial, janitorial, or other 5 operational staff of the cooperative. If a cooperative is a residential cooperative under this definition, but has units 6 intended to be commercial or industrial, then the cooperative 7 is a residential cooperative with respect to those units 8 9 intended for use as a private residence, domicile, or homestead, but not a residential cooperative with respect to 10 11 those units intended for use commercially or industrially. (18) "Rental agreement" means any written agreement, 12 or oral agreement if for less duration than 1 year, providing 13 14 for use and occupancy of premises. (19) "Conspicuous type" means type in capital letters 15 no smaller than the largest type on the page on which it 16 17 appears. (20) "Limited common areas" means those common areas 18 19 which are reserved for the use of a certain cooperative unit or units to the exclusion of other units, as specified in the 20 cooperative documents. 21 22 (21) "Common areas" includes within its meaning the 23 following: 24 (a) The cooperative property which is not included 25 within the units. 26 (b) Easements through units for conduits, ducts, 27 plumbing, wiring, and other facilities for the furnishing of utility services to units and the common areas. 28 29 (c) An easement of support in every portion of a unit 30 which contributes to the support of a building. 31 56

CS/CS/HB 3321, First Engrossed

1998 Legislature

1 (d) The property and installations required for the 2 furnishing of utilities and other services to more than one 3 unit or to the common areas. 4 (e) Any other part of the cooperative property 5 designated in the cooperative documents as common areas. 6 Section 9. Section 719.1035, Florida Statutes, is 7 amended to read: 8 719.1035 Creation of cooperatives.--The date when 9 cooperative existence shall commence is upon commencement of corporate existence of the cooperative association as provided 10 in s. 607.0203. The cooperative documents must be recorded in 11 12 the county in which the cooperative is located before property may be conveyed or transferred to the cooperative. All 13 14 persons who have any record interest in any mortgage 15 encumbering the interest in the land being submitted to cooperative ownership must either join in the execution of the 16 17 cooperative documents or execute, with the requirements for 18 deed, and record, a consent to the cooperative documents or an 19 agreement subordinating their mortgage interest to the 20 cooperative documents. Upon creation of a cooperative, the developer or association shall file the recording information 21 22 with the division within 30 working days on a form prescribed 23 by the division. Section 10. Subsection (10) is added to section 24 25 719.104, Florida Statutes, to read: 26 719.104 Cooperatives; access to units; records; 27 financial reports; assessments; purchase of leases.--28 (10) NOTIFICATION OF DIVISION.--When the board of 29 directors intends to dissolve or merge the cooperative 30 association, the board shall so notify the division before 31 57

1998 Legislature

CS/CS/HB 3321, First Engrossed

taking any action to dissolve or merge the cooperative 1 2 association. 3 Section 11. Paragraphs (b) and (c) of subsection (1) 4 of section 719.106, Florida Statutes, are amended to read: 5 719.106 Bylaws; cooperative ownership.--6 (1) MANDATORY PROVISIONS. -- The bylaws or other 7 cooperative documents shall provide for the following, and if 8 they do not, they shall be deemed to include the following: 9 (b) Quorum; voting requirements; proxies.--1. Unless otherwise provided in the bylaws, the 10 percentage of voting interests required to constitute a quorum 11 12 at a meeting of the members shall be a majority of voting interests, and decisions shall be made by owners of a majority 13 14 of the voting interests. Unless otherwise provided in this 15 chapter, or in the articles of incorporation, bylaws, or other 16 cooperative documents, and except as provided in subparagraph 17 (d)1., decisions shall be made by owners of a majority of the 18 voting interests represented at a meeting at which a quorum is 19 present. 20 2. Except as specifically otherwise provided herein, after January 1, 1992, unit owners may not vote by general 21 22 proxy, but may vote by limited proxies substantially 23 conforming to a limited proxy form adopted by the division. Limited proxies and general proxies may be used to establish a 24 quorum. Limited proxies shall be used for votes taken to 25 26 waive or reduce reserves in accordance with subparagraph (j)2., for votes taken to amend the articles of incorporation 27 or bylaws pursuant to this section, and for any other matter 28 29 for which this chapter requires or permits a vote of the unit owners. Except as provided in paragraph (d), after January 1, 30 1992, no proxy, limited or general, shall be used in the 31

CODING: Words stricken are deletions; words underlined are additions.

58

1998 Legislature

election of board members. General proxies may be used for 1 other matters for which limited proxies are not required, and 2 3 may also be used in voting for nonsubstantive changes to items 4 for which a limited proxy is required and given. 5 Notwithstanding the provisions of this section, unit owners may vote in person at unit owner meetings. Nothing contained 6 7 herein shall limit the use of general proxies or require the use of limited proxies or require the use of limited proxies 8 9 for any agenda item or election at any meeting of a timeshare cooperative. 10 Any proxy given shall be effective only for the 11 3. 12 specific meeting for which originally given and any lawfully adjourned meetings thereof. In no event shall any proxy be 13 14 valid for a period longer than 90 days after the date of the 15 first meeting for which it was given. Every proxy shall be 16 revocable at any time at the pleasure of the unit owner 17 executing it. 18 4. A member of the board of administration or a 19 committee may submit in writing his or her agreement or 20 disagreement with any action taken at a meeting that the member did not attend. This agreement or disagreement may not 21 be used as a vote for or against the action taken and may not 22 23 be used for the purposes of creating a quorum. When some or all of the board or committee members 24 5. meet by telephone conference, those board or committee members 25 26 attending by telephone conference may be counted toward 27 obtaining a quorum and may vote by telephone. A telephone speaker shall be utilized so that the conversation of those 28 29 board or committee members attending by telephone may be heard by the board or committee members attending in person, as well 30 31 as by unit owners present at a meeting. 59

1998 Legislature

CS/CS/HB 3321, First Engrossed

(c) Board of administration meetings.--Meetings of the 1 2 board of administration at which a quorum of the members is 3 present shall be open to all unit owners. Any unit owner may 4 tape record or videotape meetings of the board of 5 administration. The right to attend such meetings includes 6 the right to speak at such meetings with reference to all 7 designated agenda items. The division shall adopt reasonable rules governing the tape recording and videotaping of the 8 9 meeting. The association may adopt reasonable written rules governing the frequency, duration, and manner of unit owner 10 statements. Adequate notice of all meetings shall be posted in 11 12 a conspicuous place upon the cooperative property at least 48 13 continuous hours preceding the meeting, except in an 14 emergency. Any item not included on the notice may be taken 15 up on an emergency basis by at least a majority plus one of the members of the board. Such emergency action shall be 16 17 noticed and ratified at the next regular meeting of the board. However, written notice of any meeting at which nonemergency 18 19 special assessments, or at which amendment to rules regarding unit use, will be considered shall be mailed or delivered to 20 the unit owners and posted conspicuously on the cooperative 21 22 property not less than 14 days prior to the meeting. Evidence 23 of compliance with this 14-day notice shall be made by an 24 affidavit executed by the person providing the notice and filed among the official records of the association. Upon 25 26 notice to the unit owners, the board shall by duly adopted 27 rule designate a specific location on the cooperative property upon which all notices of board meetings shall be posted. 28 29 Notice of any meeting in which regular assessments against unit owners are to be considered for any reason shall 30 specifically contain a statement that assessments will be 31

60

1998 Legislature

CS/CS/HB 3321, First Engrossed

considered and the nature of any such assessments. Meetings of 1 a committee to take final action on behalf of the board or to 2 3 make recommendations to the board regarding the association 4 budget are subject to the provisions of this paragraph. 5 Meetings of a committee that does not take final action on behalf of the board or make recommendations to the board 6 7 regarding the association budget are subject to the provisions of this section, unless those meetings are exempted from this 8 9 section by the bylaws of the association. Notwithstanding any other law to the contrary, the requirement that board meetings 10 and committee meetings be open to the unit owners is 11 12 inapplicable to meetings between the board or a committee and 13 the association's attorney, with respect to proposed or 14 pending litigation, when the meeting is held for the purpose 15 of seeking or rendering legal advice. Section 12. Subsection (6) is added to section 16 17 719.301, Florida Statutes, to read: 719.301 Transfer of association control.--18 19 (6) The division may adopt rules administering the 20 provisions of this section. 21 Section 13. Subsection (7) is added to section 719.403, Florida Statutes, to read: 22 23 719.403 Phase cooperatives.--24 (7) Upon recording the cooperative documents or amendments adding phases pursuant to this section, the 25 26 developer or association shall file the recording information 27 with the division within 30 working days on a form prescribed by the division. 28 29 Section 14. Subsection (1) of section 719.502, Florida Statutes, is amended to read: 30 719.502 Filing prior to sale or lease.--31 61 CODING: Words stricken are deletions; words underlined are additions.

1998 Legislature

(1)(a) A developer of a residential cooperative shall 1 2 file with the division one copy of each of the documents and 3 items required to be furnished to a buyer or lessee by ss. 4 719.503 and 719.504, if applicable. Until the developer has 5 so filed, a contract for sale or lease of a unit for more than 5 years shall be voidable by the purchaser or lessee prior to 6 7 the closing of his or her purchase or lease of a unit. A developer shall not close on any contract for sale or contract 8 9 for a lease period of more than 5 years until the developer 10 prepares and files with the division documents complying with the requirements of this chapter and the rules promulgated by 11 12 the division and until the division notifies the developer 13 that the filing is proper. A developer shall not close on any 14 contract for sale or contract for a lease period of more than 15 5 years, as further provided in s. 719.503(1)(b), until the 16 developer prepares and delivers all documents required by s. 17 719.503(1)(b) to the prospective buyer. 18 (b) The division may by rule develop filing, review, 19 and examination requirements and the relevant timetables 20 necessary to ensure compliance with the notice and disclosure 21 requirements of this section. Section 15. Paragraph (b) of subsection (1) of section 22 23 719.503, Florida Statutes, is amended to read: 719.503 Disclosure prior to sale.--24 (1) DEVELOPER DISCLOSURE. --25 26 (b) Copies of documents to be furnished to prospective buyer or lessee.--Until such time as the developer has 27 28 furnished the documents listed below to a person who has 29 entered into a contract to purchase a unit or lease it for more than 5 years, the contract may be voided by that person, 30 entitling the person to a refund of any deposit together with 31 62 CODING: Words stricken are deletions; words underlined are additions.

1998 Legislature

interest thereon as provided in s. 719.202. The contract may 1 be terminated by written notice from the proposed buyer or 2 3 lessee delivered to the developer within 15 days after the 4 buyer or lessee receives all of the documents required by this 5 section. The developer shall not close for 15 days following 6 the execution of the agreement and delivery of the documents 7 to the buyer as evidenced by a receipt for documents signed by 8 the buyer unless the buyer is informed in the 15-day 9 voidability period and agrees to close prior to the expiration of the 15 days. The developer shall retain in his or her 10 records a separate signed agreement as proof of the buyer's 11 12 agreement to close prior to the expiration of said voidability period. Said proof shall be retained for a period of 5 years 13 14 after the date of the closing transaction. The documents to be 15 delivered to the prospective buyer are the prospectus or disclosure statement with all exhibits, if the development is 16 17 subject to the provisions of s. 719.504, or, if not, then 18 copies of the following which are applicable: 19 1. The question and answer sheet described in s. 20 719.504, and cooperative documents, or the proposed cooperative documents if the documents have not been recorded, 21 which shall include the certificate of a surveyor 22 23 approximately representing the locations required by s. 719.104. 24 25 2. The documents creating the association. 26 3. The bylaws. 27 4. The ground lease or other underlying lease of the 28 cooperative. 29 The management contract, maintenance contract, and 5. 30 other contracts for management of the association and operation of the cooperative and facilities used by the unit 31 63 CODING: Words stricken are deletions; words underlined are additions.

1998 Legislature

owners having a service term in excess of 1 year, and any 1 management contracts that are renewable. 2 3 6. The estimated operating budget for the cooperative 4 and a schedule of expenses for each type of unit, including 5 fees assessed to a shareholder who has exclusive use of limited common areas, where such costs are shared only by б 7 those entitled to use such limited common areas. The lease of recreational and other facilities that 7. 8 9 will be used only by unit owners of the subject cooperative. The lease of recreational and other common areas 10 8. that will be used by unit owners in common with unit owners of 11 12 other cooperatives. 9. The form of unit lease if the offer is of a 13 14 leasehold. 15 10. Any declaration of servitude of properties serving 16 the cooperative but not owned by unit owners or leased to them 17 or the association. 18 11. If the development is to be built in phases or if 19 the association is to manage more than one cooperative, a description of the plan of phase development or the 20 arrangements for the association to manage two or more 21 22 cooperatives. 23 12. If the cooperative is a conversion of existing 24 improvements, the statements and disclosure required by s. 719.616. 25 26 13. The form of agreement for sale or lease of units. 27 14. A copy of the floor plan of the unit and the plot plan showing the location of the residential buildings and the 28 29 recreation and other common areas. 30 31 64 CODING: Words stricken are deletions; words underlined are additions.

1998 Legislature

A copy of all covenants and restrictions which 1 15. 2 will affect the use of the property and which are not 3 contained in the foregoing. 4 16. If the developer is required by state or local authorities to obtain acceptance or approval of any dock or 5 б marina facilities intended to serve the cooperative, a copy of 7 any such acceptance or approval acquired by the time of filing with the division pursuant to s. 719.502(1) or a statement 8 9 that such acceptance or approval has not been acquired or received. 10 17. Evidence demonstrating that the developer has an 11 12 ownership, leasehold, or contractual interest in the land upon which the cooperative is to be developed. 13 14 Section 16. Section 719.621, Florida Statutes, is created to read: 15 719.621 Rulemaking authority.--The division may adopt 16 17 rules to administer and ensure compliance with a developer's obligations with respect to cooperative conversions concerning 18 19 the filing and noticing of intended conversions, rental 20 agreement extensions, rights of first refusal, and disclosures and post-purchase protections. 21 Section 17. Subsection (28) of section 721.05, Florida 22 23 Statutes, is amended to read: 24 721.05 Definitions.--As used in this chapter, the 25 term: (28) "Timeshare estate" means a right to occupy a 26 timeshare unit, coupled with a freehold estate or an estate 27 for years with a future interest in a timeshare property or a 28 29 specified portion thereof. The term shall also mean an interest in a condominium unit pursuant to s. 718.103 s. 30 718.103(22). 31 65

1998 Legislature

CS/CS/HB 3321, First Engrossed

Section 18. Subsection (1) of section 721.97, Florida 1 2 Statutes, as created by CS for CS for SB 626 (1998) is amended 3 to read: 4 (1)The Governor may appoint commissioners of deeds to 5 take acknowledgments, proofs of execution, or oaths in any foreign country. The term of office is 4 years. Commissioners 6 7 of deeds shall have authority to take acknowledgments, proofs of execution, and oaths in connection with the execution of 8 9 any deed, mortgage, deed of trust, contract, power of 10 attorney, or any other writing to be used or recorded in connection with a timeshare estate, timeshare license, any 11 12 property subject to a timeshare plan, or the operation of a timeshare plan located within this state; provided such 13 14 instrument or writing is executed outside the United States. Such acknowledgments, proofs of execution, and oaths must be 15 taken or made in the manner directed by the laws of this 16 17 state, including but not limited to s. 117.05(4), (5)(a) and (6), Florida Statutes (1997) and certified by a commissioner 18 19 of deeds. The certification must be endorsed on or annexed to the instrument or writing aforesaid and has the same effect as 20 if made or taken by a notary public licensed in this state. 21 22 Section 19. The amendment to section 721.97(1), 23 Florida Statutes, made by section 18 of this act shall take 24 effect only if CS for HB 1125 (1998) becomes law, and shall operate retroactively to the effective date of CS for CS for 25 26 SB 626 (1998). 27 Section 20. This act shall take effect upon becoming a 28 law. 29 30 31 66 CODING: Words stricken are deletions; words underlined are additions.