



LAS VISTAS IN INVERRARY CONDOMINIUM ASSOCIATION, INC.

## Frequently Asked Questions and Answer Sheet

Q. How much are my maintenance assessments to the condominium association for my unit type and when are they due?

A. All maintenance assessments are due on the first of each month. Each condo has a different maintenance assessment, and these are outlined in the official budget disseminated to owners after the Board of Directors approves it, generally by January of each year. The budget is also published on the private unit owner only sections of our website.

Q. What are the rights of unit owners for voting in the condominium association?

A. One vote per unit.

Q. What restrictions exist in the condominium documents on my right to use my unit?

A. Units are for single family residence only. Details can be found in the governing documents among which are the By-Laws, Section 11 "Occupancy and Use Restrictions" and in the Declaration of Condominium Section X111 "Occupancy and Use Restrictions."

Q. What are the restrictions regarding the leasing of my unit?

A. You may lease your unit after owning it for one calendar year, and then for a maximum of twice in one calendar year, and for no shorter period than 2 months.

Q. Are pets allowed?

A. Las Vistas in Inverrary is a pet-free community. Owners seeking permission to have a pet as a service or emotional support animal must complete an application, provide supportive documentation for their request, all of which are review by the Association's attorney for approval.

Q. Does the Board of Directors have to hire the company that prepares the lowest bid or obtain competitive bids before hiring a lawyer?

A. No. The condominium association is not required to accept the lowest bid, but it does usually solicit several bids for the Board to vote on. Nor are they required to obtain competitive bids when hiring an attorney, for contracts with employees of the association, accountant, architect, community association manager, engineering, or landscape architect services.

Q. What items are considered official records of the association?

A. A copy of the plans, permits, and warranties provided by the developer; a photocopy of the recorded declaration of condominium and recorded bylaws, and amendments to both; a certified copy of the articles of incorporation; a photocopy of the cooperative documents; a copy of the current rules of the association; minutes of all meetings for the past 7 years; a current roster of all unit owners and their mailing addresses, unit identifications, voting certifications, and if known, telephone numbers; current

insurance policies; current copy of any management agreements, leases or other contracts; bills of sale; accounting records; records of all receipts and expenditures; a current statement of account for each unit; all financial reporting statements; all contracts and bids for work to be performed; ballots, sign-in sheets, and voting proxies up to one year; all rental records, if the association is acting as agent for the rental of units; a copy of the current question and answer sheet; a copy of the inspection report; and , all other records relating to the operation of the association. For a complete list of items, please review the following statutory cites:

Section 718.111(12), Florida Statutes and Rule 61B-23.002 (7), Florida Administrative Code

Q. How does a new purchaser of a unit obtain a copy of the official Condominium Documents?

A. Each prospective purchaser who has entered into a contract for the purchase of a condominium unit must secure, and is entitled to receive, at the seller's expense, a current copy of the Declaration of Condominium, Articles of Incorporation, By-Laws and Rules and Regulations, and financial information required by s. 718.111.

Q. Can the Board charge me a fee for copies of official records that I have requested?

A. Upon inspecting the official records of the association, a unit owner may obtain copies, at the reasonable expense, if any, of the unit owner. Furthermore, the association must maintain an adequate number of copies of the Declaration, Articles of Incorporation, By-Laws, and Rules, and all amendments to the foregoing, as well as the question and answer sheet and, in the case of condominium associations, year-end financial information, on the condominium to ensure their availability to unit owners and prospective purchasers, and may charge its actual costs for preparing and furnishing these documents to those requesting the documents.

Q. Does the law require me to give the association a key to my unit? And, does the association have the right to allow a pest control company access to my unit?

A. Chapters 718 and 719, Florida Statutes, do not specifically address the issues of providing keys to the association or access by the association for pest control. However, the association has the irrevocable right to access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained by the association or as necessary to prevent damage to the common elements or to a unit. Additionally, a condominium association, at the sole discretion of the board, may enter an abandoned unit to inspect the unit and adjoining common elements; make repair to the unit or to the common elements serving the unit, as needed; repair the unit if mold or deterioration is present; turn on the utilities for the unit; or otherwise maintain, preserve, or protect the unit and adjoining common elements.

Q. How much can a board fine a unit owner for a rule violation?

A. If the governing documents so provide, the association may levy reasonable fines against a unit owner for failure to comply with any provision of the or reasonable rules of the association. No fine may exceed \$100 per violation. However, a fine may be levied on the basis of each day of a continuing violation, provided that no such fine shall in the aggregate exceed \$1,000. No fine may become a lien against a unit. Condominium associations may levy fines in the above manner, even if the condominium documents do not provide for such fines.

Q. Is there a procedure that an association must follow before levying a fine?

A. A fine cannot be levied except after the association has provided the unit owner with reasonable notice and an opportunity for a hearing before a committee of other owners. If the committee does not agree with the fine, the fine may not be levied.

Q. When does an amendment to the bylaws become effective?

A. Amendments to condominium bylaws become effective when they are approved and recorded in the public records of the county where the declaration of condominium is recorded, but no sooner than 30 days after approval.

*This publication is intended as an informal educational overview of condominium governance. In the event of a conflict the provisions of Chapter 718, Florida Statutes, rules adopted by the Division of Florida Condominiums, Timeshares, and Mobile Homes of the Department of Business and Professional Regulation, the provisions of the condominium documents, and reasonable rules adopted by the condominium association's board of administration prevail over the contents of this publication.*

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