Florida Senate - 2008

By Senator Villalobos

38-00614A-08

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1	A bill to be entitled
2	An act relating to condominiums; amending s. 718.111,
3	F.S.; requiring official records of the association to be
4	maintained for at least 5 years and to be made available
5	at certain locations; providing civil and criminal
6	sanctions, including personally against any officer,
7	director, or manager who knowingly or intentionally
8	defaces, destroys, or fails to create or maintain
9	accounting records; prohibiting accessibility to certain
10	personal identifying information of unit owners by fellow
11	unit owners; restricting a condominium association from
12	waiving a financial report for more than 2 years; amending
13	s. 718.112, F.S.; prohibiting votes allocated to units
14	owned by the association from being cast by proxy, ballot,
15	or otherwise, for any purpose; requiring the board to
16	address certain agenda items proposed by a petition of a
17	specified percent of the unit owners; providing
18	requirements for the location of annual unit owner
19	meetings; revising notice procedures; providing for the
20	securing of ballots; revising procedures relating to the
21	filling of a vacancy on the board; authorizing persons
22	acting under a specific power of attorney to vote on
23	behalf of a unit owner; removing a provision allowing an
24	association to provide for different voting and election
25	procedures in its bylaws; requiring the association to
26	prepare an annual budget of estimated revenues and
27	expenses; requiring certain ballot statements to contain
28	certain statements; requiring a vote to provide for no
29	reserves or a percentage of reserves to be made at annual

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30	meetings; authorizing the association to use reserve funds
31	for nonscheduled purposes under certain conditions;
32	amending s. 718.113, F.S.; requiring the board to have the
33	condominium buildings periodically inspected for
34	structural and electrical soundness by a professional
35	engineer or professional architect registered in the
36	state; requiring the inspector to provide a report to the
37	association and unit owners; prohibiting the board from
38	adopting rules or regulations impairing certain rights or
39	prohibiting reasonable accommodation for religious
40	practices; creating s. 718.1224, F.S.; prohibiting certain
41	lawsuits arising from unit owners' appearances and
42	presentations before a governmental entity; providing a
43	definition; providing for award of damages and attorney
44	fees; prohibiting associations from expending association
45	funds in prosecuting such a suit against a unit owner;
46	providing an effective date.
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48	Be It Enacted by the Legislature of the State of Florida:
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50	Section 1. Paragraphs (a), (b), and (c) of subsection (12)
51	and subsection (13) of section 718.111, Florida Statutes, are

52 amended to read:

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718.111 The association.--

(12) OFFICIAL RECORDS.--

(a) From the inception of the association, the association
shall maintain each of the following items, when applicable,
which shall constitute the official records of the association:
1. A copy of the plans, permits, warranties, and other

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59 items provided by the developer pursuant to s. 718.301(4).

60 2. A photocopy of the recorded declaration of condominium
61 of each condominium operated by the association and of each
62 amendment to each declaration.

3. A photocopy of the recorded bylaws of the associationand of each amendment to the bylaws.

4. A certified copy of the articles of incorporation of the
association, or other documents creating the association, and of
each amendment thereto.

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5. A copy of the current rules of the association.

6. A book or books which contain the minutes of all
70 meetings of the association, of the board of <u>administration</u>
71 directors, and of unit owners, which minutes shall be retained
72 for a period of not less than 7 years.

73 7. A current roster of all unit owners and their mailing 74 addresses, unit identifications, voting certifications, and, if 75 known, telephone numbers. The association shall also maintain the 76 electronic mailing addresses and the numbers designated by unit 77 owners for receiving notice sent by electronic transmission of 78 those unit owners consenting to receive notice by electronic 79 transmission. The electronic mailing addresses and numbers 80 provided by unit owners to receive notice by electronic 81 transmission shall be removed from association records when 82 consent to receive notice by electronic transmission is revoked. 83 However, the association is not liable for an erroneous disclosure of the electronic mail address or the number for 84 85 receiving electronic transmission of notices.

86 8. All current insurance policies of the association and87 condominiums operated by the association.

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9. A current copy of any management agreement, lease, or other contract to which the association is a party or under which the association or the unit owners have an obligation or responsibility.

92 10. Bills of sale or transfer for all property owned by the 93 association.

94 11. Accounting records for the association and separate 95 accounting records for each condominium which the association 96 operates. All accounting records shall be maintained for a period 97 of not less than 7 years. Any officer, director, or manager who knowingly or intentionally defaces, destroys, or fails to create 98 99 or maintain accounting records is personally subject to a civil 100 penalty pursuant to s. 718.501(1)(d) and appropriate criminal 101 sanctions. The accounting records shall include, but are not 102 limited to:

a. Accurate, itemized, and detailed records of all receiptsand expenditures.

b. A current account and a monthly, bimonthly, or quarterly
statement of the account for each unit designating the name of
the unit owner, the due date and amount of each assessment, the
amount paid upon the account, and the balance due.

109 c. All audits, reviews, accounting statements, and110 financial reports of the association or condominium.

d. All contracts for work to be performed. Bids for work to
be performed shall also be considered official records and shall
be maintained for a period of 1 year.

114 12. Ballots, sign-in sheets, voting proxies, and all other 115 papers relating to voting by unit owners, which shall be 116 maintained for a period of 1 year from the date of the election,

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117 vote, or meeting to which the document relates.

118 13. All rental records, when the association is acting as 119 agent for the rental of condominium units.

120 14. A copy of the current question and answer sheet as121 described by s. 718.504.

122 15. All other records of the association not specifically 123 included in the foregoing which are related to the operation of 124 the association.

125 (b) The official records of the association shall be 126 maintained within the state for at least 5 years. The records of 127 the association shall be made available to a unit owner, at a 128 location within the county in which the condominium property is 129 located, within 5 working days after receipt of written request 130 by the board or its designee. This paragraph may be complied with 131 by having a copy of the official records of the association 132 available for inspection or copying on the condominium property 133 or association property.

1.34 The official records of the association are open to (C) 135 inspection by any association member or the authorized 136 representative of such member at all reasonable times. The right 137 to inspect the records includes the right to make or obtain 138 copies, at the reasonable expense, if any, of the association 139 member. The association may adopt reasonable rules regarding the 140 frequency, time, location, notice, and manner of record 141 inspections and copying. The failure of an association to provide 142 the records within 10 working days after receipt of a written 143 request shall create a rebuttable presumption that the 144 association willfully failed to comply with this paragraph. A 145 unit owner who is denied access to official records is entitled

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to the actual damages or minimum damages for the association's 146 147 willful failure to comply with this paragraph. The minimum 148 damages shall be \$50 per calendar day up to 10 days, the calculation to begin on the 11th working day after receipt of the 149 150 written request. The failure to permit inspection of the 151 association records as provided herein entitles any person 152 prevailing in an enforcement action to recover reasonable 153 attorney's fees from the person in control of the records who, 154 directly or indirectly, knowingly denied access to the records for inspection. Any officer, director, or manager who knowingly 155 156 or intentionally defaces, destroys, or fails to create or 157 maintain accounting records is personally subject to a civil 158 penalty pursuant to s. 718.501(1)(d) and appropriate criminal 159 sanctions. The association shall maintain an adequate number of 160 copies of the declaration, articles of incorporation, bylaws, and 161 rules, and all amendments to each of the foregoing, as well as 162 the question and answer sheet provided for in s. 718.504 and 163 year-end financial information required in this section on the 164 condominium property to ensure their availability to unit owners 165 and prospective purchasers, and may charge its actual costs for 166 preparing and furnishing these documents to those requesting the 167 same. Notwithstanding the provisions of this paragraph, the 168 following records shall not be accessible to unit owners:

169 1. Any record protected by the lawyer-client privilege as 170 described in s. 90.502; and any record protected by the work-171 product privilege, including any record prepared by an 172 association attorney or prepared at the attorney's express 173 direction; which reflects a mental impression, conclusion, 174 litigation strategy, or legal theory of the attorney or the

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175 association, and which was prepared exclusively for civil or 176 criminal litigation or for adversarial administrative 177 proceedings, or which was prepared in anticipation of imminent 178 civil or criminal litigation or imminent adversarial 179 administrative proceedings until the conclusion of the litigation 180 or adversarial administrative proceedings.

181 2. Information obtained by an association in connection
182 with the approval of the lease, sale, or other transfer of a
183 unit.

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3. Medical records of unit owners.

4. Social security numbers, driver's license numbers, credit card numbers, and other personal identifying information of unit owners, occupants, or tenants.

FINANCIAL REPORTING .-- Within 90 days after the end of 188 (13)189 the fiscal year, or annually on a date provided in the bylaws, 190 the association shall prepare and complete, or contract for the 191 preparation and completion of, a financial report for the 192 preceding fiscal year. Within 21 days after the final financial 193 report is completed by the association or received from the third 194 party, but not later than 120 days after the end of the fiscal 195 year or other date as provided in the bylaws, the association 196 shall mail to each unit owner at the address last furnished to 197 the association by the unit owner, or hand deliver to each unit 198 owner, a copy of the financial report or a notice that a copy of 199 the financial report will be mailed or hand delivered to the unit 200 owner, without charge, upon receipt of a written request from the 201 unit owner. The division shall adopt rules setting forth uniform 202 accounting principles and standards to be used by all 203 associations and shall adopt rules addressing financial reporting

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204 requirements for multicondominium associations. In adopting such 205 rules, the division shall consider the number of members and 206 annual revenues of an association. Financial reports shall be 207 prepared as follows:

(a) An association that meets the criteria of this
paragraph shall prepare or cause to be prepared a complete set of
financial statements in accordance with generally accepted
accounting principles. The financial statements shall be based
upon the association's total annual revenues, as follows:

1. An association with total annual revenues of \$100,000 or
more, but less than \$200,000, shall prepare compiled financial
statements.

216 2. An association with total annual revenues of at least 217 \$200,000, but less than \$400,000, shall prepare reviewed 218 financial statements.

3. An association with total annual revenues of \$400,000 ormore shall prepare audited financial statements.

(b)1. An association with total annual revenues of less than \$100,000 shall prepare a report of cash receipts and expenditures.

224 2. An association which operates less than 50 units, 225 regardless of the association's annual revenues, shall prepare a 226 report of cash receipts and expenditures in lieu of financial 227 statements required by paragraph (a).

3. A report of cash receipts and disbursements must disclose the amount of receipts by accounts and receipt classifications and the amount of expenses by accounts and expense classifications, including, but not limited to, the following, as applicable: costs for security, professional and

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262 Such meeting and approval must occur prior to the end of the 263 fiscal year and is effective only for the fiscal year in which 264 the vote is taken. With respect to an association to which the 265 developer has not turned over control of the association, all 266 unit owners, including the developer, may vote on issues related 267 to the preparation of financial reports for the first 2 fiscal 268 years of the association's operation, beginning with the fiscal 269 year in which the declaration is recorded. Thereafter, all unit 270 owners except the developer may vote on such issues until control 271 is turned over to the association by the developer. An 272 association or board of administration may not waive the 273 financial reporting requirements of this section for more than 2

274 <u>consecutive years.</u>

275 Section 2. Subsection (2) of section 718.112, Florida 276 Statutes, is amended to read:

718.112 Bylaws.--

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

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(a) Administration.--

The form of administration of the association shall be 2.82 1. 283 described indicating the title of the officers and board of 284 administration and specifying the powers, duties, manner of 285 selection and removal, and compensation, if any, of officers and 286 boards. In the absence of such a provision, the board of 287 administration shall be composed of five members, except in the 288 case of a condominium which has five or fewer units, in which 289 case in a not-for-profit corporation the board shall consist of 290 not fewer than three members. In the absence of provisions to the

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291 contrary in the bylaws, the board of administration shall have a 292 president, a secretary, and a treasurer, who shall perform the 293 duties of such officers customarily performed by officers of 294 corporations. Unless prohibited in the bylaws, the board of administration may appoint other officers and grant them the 295 296 duties it deems appropriate. Unless otherwise provided in the 297 bylaws, the officers shall serve without compensation and at the 298 pleasure of the board of administration. Unless otherwise 299 provided in the bylaws, the members of the board shall serve 300 without compensation.

301 2. When a unit owner files a written inquiry by certified 302 mail with the board of administration, the board shall respond in 303 writing to the unit owner within 30 days of receipt of the 304 inquiry. The board's response shall either give a substantive 305 response to the inquirer, notify the inquirer that a legal 306 opinion has been requested, or notify the inquirer that advice has been requested from the division. If the board requests 307 308 advice from the division, the board shall, within 10 days of its 309 receipt of the advice, provide in writing a substantive response 310 to the inquirer. If a legal opinion is requested, the board 311 shall, within 60 days after the receipt of the inquiry, provide 312 in writing a substantive response to the inquiry. The failure to 313 provide a substantive response to the inquiry as provided herein 314 precludes the board from recovering attorney's fees and costs in 315 any subsequent litigation, administrative proceeding, or 316 arbitration arising out of the inquiry. The association may through its board of administration adopt reasonable rules and 317 318 regulations regarding the frequency and manner of responding to 319 unit owner inquiries, one of which may be that the association is

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320 only obligated to respond to one written inquiry per unit in any 321 given 30-day period. In such a case, any additional inquiry or 322 inquiries must be responded to in the subsequent 30-day period, 323 or periods, as applicable.

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

325 1. Unless a lower number is provided in the bylaws, the 326 percentage of voting interests required to constitute a quorum at 327 a meeting of the members shall be a majority of the voting 328 interests. Unless otherwise provided in this chapter or in the 329 declaration, articles of incorporation, or bylaws, and except as provided in subparagraph (d)3., decisions shall be made by owners 330 331 of a majority of the voting interests represented at a meeting at 332 which a quorum is present.

333 Except as specifically otherwise provided herein, after 2. 334 January 1, 1992, unit owners may not vote by general proxy, but 335 may vote by limited proxies substantially conforming to a limited 336 proxy form adopted by the division. Votes allocated to units 337 owned by the association may not be cast by proxy, ballot, or 338 otherwise for any purpose. Limited proxies and general proxies 339 may be used to establish a quorum. Limited proxies shall be used 340 for votes taken to waive or reduce reserves in accordance with 341 subparagraph (f)2.; for votes taken to waive the financial reporting requirements of s. 718.111(13); for votes taken to 342 343 amend the declaration pursuant to s. 718.110; for votes taken to 344 amend the articles of incorporation or bylaws pursuant to this 345 section; and for any other matter for which this chapter requires 346 or permits a vote of the unit owners. Except as provided in 347 paragraph (d), after January 1, 1992, no proxy, limited or general, shall be used in the election of board members. General 348

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proxies may be used for other matters for which limited proxies 349 350 are not required, and may also be used in voting for 351 nonsubstantive changes to items for which a limited proxy is 352 required and given. Notwithstanding the provisions of this 353 subparagraph, unit owners may vote in person at unit owner 354 meetings. Nothing contained herein shall limit the use of general 355 proxies or require the use of limited proxies for any agenda item 356 or election at any meeting of a timeshare condominium 357 association.

358 3. Any proxy given shall be effective only for the specific 359 meeting for which originally given and any lawfully adjourned 360 meetings thereof. In no event shall any proxy be valid for a 361 period longer than 90 days after the date of the first meeting 362 for which it was given. Every proxy is revocable at any time at 363 the pleasure of the unit owner executing it.

364 4. A member of the board of administration or a committee 365 may submit in writing his or her agreement or disagreement with 366 any action taken at a meeting that the member did not attend. 367 This agreement or disagreement may not be used as a vote for or 368 against the action taken and may not be used for the purposes of 369 creating a quorum.

370 5. When any of the board or committee members meet by 371 telephone conference, those board or committee members attending 372 by telephone conference may be counted toward obtaining a quorum 373 and may vote by telephone. A telephone speaker must be used so 374 that the conversation of those board or committee members 375 attending by telephone may be heard by the board or committee 376 members attending in person as well as by any unit owners present 377 at a meeting.

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378 (c) Board of administration meetings. --Meetings of the 379 board of administration at which a quorum of the members is 380 present shall be open to all unit owners. Any unit owner may tape 381 record or videotape meetings of the board of administration. The 382 right to attend such meetings includes the right to speak at such 383 meetings with reference to all designated agenda items. The 384 division shall adopt reasonable rules governing the tape 385 recording and videotaping of the meeting. The association may 386 adopt written reasonable rules governing the frequency, duration, 387 and manner of unit owner statements. Adequate notice of all 388 meetings, which notice shall specifically incorporate an 389 identification of agenda items, shall be posted conspicuously on 390 the condominium property at least 48 continuous hours preceding 391 the meeting except in an emergency. Any item not included on the 392 notice may be taken up on an emergency basis by at least a 393 majority plus one of the members of the board or by a petition of 394 20 percent of the unit owners. Such emergency action shall be 395 noticed and ratified at the next regular meeting of the board. 396 However, written notice of any meeting at which nonemergency 397 special assessments, or at which amendment to rules regarding 398 unit use, will be considered shall be mailed, delivered, or 399 electronically transmitted to the unit owners and posted 400 conspicuously on the condominium property not less than 14 days 401 prior to the meeting. Evidence of compliance with this 14-day 402 notice shall be made by an affidavit executed by the person 403 providing the notice and filed among the official records of the 404 association. Upon notice to the unit owners, the board shall by 405 duly adopted rule designate a specific location on the 406 condominium property or association property upon which all

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407 notices of board meetings shall be posted. If there is no 408 condominium property or association property upon which notices 409 can be posted, notices of board meetings shall be mailed, 410 delivered, or electronically transmitted at least 14 days before the meeting to the owner of each unit. In lieu of or in addition 411 to the physical posting of notice of any meeting of the board of 412 413 administration on the condominium property, the association may, 414 by reasonable rule, adopt a procedure for conspicuously posting 415 and repeatedly broadcasting the notice and the agenda on a 416 closed-circuit cable television system serving the condominium 417 association. However, if broadcast notice is used in lieu of a 418 notice posted physically on the condominium property, the notice 419 and agenda must be broadcast at least four times every broadcast hour of each day that a posted notice is otherwise required under 420 421 this section. When broadcast notice is provided, the notice and 422 agenda must be broadcast in a manner and for a sufficient 423 continuous length of time so as to allow an average reader to 424 observe the notice and read and comprehend the entire content of 425 the notice and the agenda. Notice of any meeting in which regular 426 or special assessments against unit owners are to be considered 427 for any reason shall specifically state contain a statement that assessments will be considered and the nature, cost, and 428 429 breakdown of any such assessments. Meetings of a committee to 430 take final action on behalf of the board or make recommendations 431 to the board regarding the association budget are subject to the 432 provisions of this paragraph. Meetings of a committee that does not take final action on behalf of the board or make 433 434 recommendations to the board regarding the association budget are subject to the provisions of this section, unless those meetings 435

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436 are exempted from this section by the bylaws of the association. 437 Notwithstanding any other law, the requirement that board 438 meetings and committee meetings be open to the unit owners is 439 inapplicable to meetings between the board or a committee and the 440 association's attorney, with respect to proposed or pending 441 litigation, when the meeting is held for the purpose of seeking 442 or rendering legal advice.

443

(d) Unit owner meetings. --

444 There shall be an annual meeting of the unit owners held 1. 445 at the location provided in the association bylaws; and, if the 446 bylaws are silent as to the location, the meeting shall be held 447 in the state within 30 miles of the condominium property. Unless 448 the bylaws provide otherwise, a vacancy on the board caused by 449 the expiration of a director's term shall be filled by electing a 450 new board member, and the election shall be by secret ballot; 451 however, if the number of vacancies equals or exceeds the number 452 of candidates, no election is required. If there is no provision 453 in the bylaws for terms of the members of the board, the terms of 454 all members of the board shall expire upon the election of their 455 successors at the annual meeting. Any unit owner desiring to be a 456 candidate for board membership shall comply with subparagraph 3. 457 A person is not eligible for board membership if that person who 458 has been convicted of any felony by any court of record in the 459 United States and who has not had his or her right to vote 460 restored pursuant to law in the jurisdiction of his or her 461 residence is not eligible for board membership. The validity of an action by the board is not affected if it is later determined 462 463 that a member of the board is ineligible for board membership due to having been convicted of a felony. 464

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The bylaws shall provide the method of calling meetings 465 2. 466 of unit owners, including annual meetings. Written notice, which 467 notice must include an agenda, shall be mailed, hand delivered, or electronically transmitted to each unit owner at least 14 days 468 469 prior to the annual meeting and shall be posted in a conspicuous 470 place on the condominium property at least 14 continuous days 471 preceding the annual meeting. Upon notice to the unit owners, the 472 board shall by duly adopted rule designate a specific location on 473 the condominium property or association property upon which all 474 notices of unit owner meetings shall be posted; however, if there 475 is no condominium property or association property upon which 476 notices can be posted, this requirement does not apply. In lieu 477 of or in addition to the physical posting of notice of any 478 meeting of the unit owners on the condominium property, the 479 association may, by reasonable rule, adopt a procedure for 480 conspicuously posting and repeatedly broadcasting the notice and 481 the agenda on a closed-circuit cable television system serving 482 the condominium association. However, if broadcast notice is used 483 in lieu of a notice posted physically on the condominium 484 property, the notice and agenda must be broadcast at least four 485 times every broadcast hour of each day that a posted notice is 486 otherwise required under this section. When broadcast notice is 487 provided, the notice and agenda must be broadcast in a manner and 488 for a sufficient continuous length of time so as to allow an 489 average reader to observe the notice and read and comprehend the 490 entire content of the notice and the agenda. Unless a unit owner waives in writing the right to receive notice of the annual 491 492 meeting, such notice shall be hand delivered, mailed, or 493 electronically transmitted to each unit owner. Notice for

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494 meetings and notice for all other purposes shall be mailed to 495 each unit owner at the address last furnished to the association 496 by the unit owner, or hand delivered to each unit owner. However, 497 if a unit is owned by more than one person, the association shall 498 provide notice, for meetings and all other purposes, to that one 499 address which the developer initially identifies for that purpose 500 and thereafter as one or more of the owners of the unit shall so 501 advise the association in writing, or if no address is given or 502 the owners of the unit do not agree, to the address provided on 503 the deed of record. An officer of the association, or the manager 504 or other person providing notice of the association meeting, 505 shall provide an affidavit or United States Postal Service 506 certificate of mailing, to be included in the official records of 507 the association affirming that the notice was mailed or hand 508 delivered, in accordance with this provision.

509 The members of the board shall be elected by written 3. 510 ballot or voting machine. Proxies shall in no event be used in 511 electing the board, either in general elections or elections to 512 fill vacancies caused by recall, resignation, or otherwise, 513 unless otherwise provided in this chapter. Not less than 60 days 514 before a scheduled election, the association or its 515 representative shall mail, deliver, or electronically transmit, 516 whether by separate association mailing or included in another 517 association mailing, delivery, or transmission, including 518 regularly published newsletters, to each unit owner entitled to a 519 vote, a first notice of the date of the election. Any unit owner 520 or other eligible person desiring to be a candidate for the board 521 must give written notice to the association or its representative 522 not less than 40 days before a scheduled election. Together with

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the written notice and agenda as set forth in subparagraph 2., 523 524 the association or its representative shall mail, deliver, or 525 electronically transmit a second notice of the election to all unit owners entitled to vote therein, together with a ballot 526 527 which shall list all candidates. Upon request of a candidate, the 528 association or its representative shall include an information 529 sheet, no larger than 81/2 inches by 11 inches, which must be 530 furnished by the candidate not less than 35 days before the 531 election, to be included with the mailing, delivery, or 532 transmission of the ballot, with the costs of mailing, delivery, 533 or electronic transmission and copying to be borne by the 534 association. An officer of the association, or the manager or 535 other person providing the first and second notices, shall 536 provide an affidavit or United States Postal Service certificate 537 of mailing, to be included in the official records of the 538 association, affirming that the notices were mailed or hand 539 delivered in accordance with this subparagraph. The association 540 or its representative is not liable for the contents of the 541 information sheets prepared by the candidates. In order to reduce 542 costs, the association may print or duplicate the information 543 sheets on both sides of the paper. The division shall by rule 544 establish voting procedures consistent with the provisions 545 contained herein, including rules establishing procedures for 546 giving notice by electronic transmission and rules providing for 547 the secrecy of ballots. All ballot envelopes must be placed in a 548 locked or sealed ballot drop box immediately upon receipt, and 549 the box shall not be opened in advance of the election meeting. 550 Elections shall be decided by a plurality of those ballots cast. 551 There shall be no quorum requirement; however, at least 20

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552 percent of the eligible voters must cast a ballot in order to 553 have a valid election of members of the board. No unit owner 554 shall permit any other person to vote his or her ballot, except 555 for a person acting under a specific power of attorney, and any 556 such ballots improperly cast shall be deemed invalid, provided 557 any unit owner who violates this provision may be fined by the 558 association in accordance with s. 718.303. A unit owner who needs 559 assistance in casting the ballot for the reasons stated in s. 560 101.051 may obtain assistance in casting the ballot. The regular 561 election shall occur on the date of the annual meeting. The 562 provisions of this subparagraph shall not apply to timeshare 563 condominium associations. Notwithstanding the provisions of this 564 subparagraph, an election is not required unless more candidates 565 file notices of intent to run or are nominated than board 566 vacancies exist.

567 Any approval by unit owners called for by this chapter 4. 568 or the applicable declaration or bylaws, including, but not 569 limited to, the approval requirement in s. 718.111(8), shall be 570 made at a duly noticed meeting of unit owners and shall be 571 subject to all requirements of this chapter or the applicable 572 condominium documents relating to unit owner decisionmaking, 573 except that unit owners may take action by written agreement, 574 without meetings, on matters for which action by written 575 agreement without meetings is expressly allowed by the applicable 576 bylaws or declaration or any statute that provides for such 577 action.

578 5. Unit owners may waive notice of specific meetings if 579 allowed by the applicable bylaws or declaration or any statute. 580 If authorized by the bylaws, notice of meetings of the board of

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administration, unit owner meetings, except unit owner meetings called to recall board members under paragraph (j), and committee meetings may be given by electronic transmission to unit owners who consent to receive notice by electronic transmission.

585 6. Unit owners shall have the right to participate in 586 meetings of unit owners with reference to all designated agenda 587 items. However, the association may adopt reasonable rules 588 governing the frequency, duration, and manner of unit owner 589 participation.

590 7. Any unit owner may tape record or videotape a meeting of 591 the unit owners subject to reasonable rules adopted by the 592 division.

593 8. Unless otherwise provided in the bylaws, any vacancy 594 occurring on the board before the expiration of a term may be 595 filled by the affirmative vote of the majority of the remaining 596 directors, even if the remaining directors constitute less than a quorum, or by the sole remaining director. In the alternative, a 597 598 board may hold an election to fill the vacancy, in which case the 599 election procedures must conform to the requirements of subparagraph 3. unless the association has opted out of the 600 statutory election process, in which case the bylaws of the 601 602 association control. Unless otherwise provided in the bylaws, a 603 board member appointed or elected under this section shall fill 604 the vacancy for the unexpired term of the seat being filled. 605 Filling vacancies created by recall is governed by paragraph (j) 606 and rules adopted by the division.

608 Notwithstanding subparagraphs (b)2. and (d)3., an association 609 may, by the affirmative vote of a majority of the total voting

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610 interests, provide for different voting and election procedures
611 in its bylaws, which vote may be by a proxy specifically
612 delineating the different voting and election procedures. The
613 different voting and election procedures may provide for
614 elections to be conducted by limited or general proxy.

615

(e) Budget meeting.--

616 Any meeting at which a proposed annual budget of an 1. 617 association will be considered by the board or unit owners shall 618 be open to all unit owners. At least 14 days prior to such a meeting, the board shall hand deliver to each unit owner, mail to 619 620 each unit owner at the address last furnished to the association 621 by the unit owner, or electronically transmit to the location 622 furnished by the unit owner for that purpose a notice of such meeting and a copy of the proposed annual budget. An officer or 623 624 manager of the association, or other person providing notice of 625 such meeting, shall execute an affidavit evidencing compliance with such notice requirement, and such affidavit shall be filed 626 627 among the official records of the association.

628 If a board adopts in any fiscal year an annual budget 2.a. 629 which requires assessments against unit owners which exceed 115 630 percent of assessments for the preceding fiscal year, the board 631 shall conduct a special meeting of the unit owners to consider a 632 substitute budget if the board receives, within 21 days after 633 adoption of the annual budget, a written request for a special 634 meeting from at least 10 percent of all voting interests. The 635 special meeting shall be conducted within 60 days after adoption of the annual budget. At least 14 days prior to such special 636 637 meeting, the board shall hand deliver to each unit owner, or mail 638 to each unit owner at the address last furnished to the

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association, a notice of the meeting. An officer or manager of 639 640 the association, or other person providing notice of such meeting 641 shall execute an affidavit evidencing compliance with this notice 642 requirement, and such affidavit shall be filed among the official records of the association. Unit owners may consider and adopt a 643 substitute budget at the special meeting. A substitute budget is 644 645 adopted if approved by a majority of all voting interests unless 646 the bylaws require adoption by a greater percentage of voting 647 interests. If there is not a quorum at the special meeting or a 648 substitute budget is not adopted, the annual budget previously adopted by the board shall take effect as scheduled. 649

b. Any determination of whether assessments exceed 115 percent of assessments for the prior fiscal year shall exclude any authorized provision for reasonable reserves for repair or replacement of the condominium property, anticipated expenses of the association which the board does not expect to be incurred on a regular or annual basis, or assessments for betterments to the condominium property.

c. If the developer controls the board, assessments shall
not exceed 115 percent of assessments for the prior fiscal year
unless approved by a majority of all voting interests.

660

(f) Annual budget.--

1. The association shall prepare an annual budget of estimated revenues and expenses. The adopted budget of the prior fiscal year shall remain in effect until the association has adopted a new budget for the current fiscal year. The proposed annual budget of estimated revenues and common expenses shall be detailed and shall show the amounts budgeted by accounts and expense classifications, including, if applicable, but not

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limited to, those expenses listed in s. 718.504(21). A 668 669 multicondominium association shall adopt a separate budget of 670 common expenses for each condominium the association operates and 671 shall adopt a separate budget of common expenses for the 672 association. In addition, if the association maintains limited 673 common elements with the cost to be shared only by those entitled 674 to use the limited common elements as provided for in s. 675 718.113(1), the budget or a schedule attached thereto shall show amounts budgeted therefor. If, after turnover of control of the 676 677 association to the unit owners, any of the expenses listed in s. 678 718.504(21) are not applicable, they need not be listed.

679 In addition to annual operating expenses, the budget 2. 680 shall include reserve accounts for capital expenditures and 681 deferred maintenance. These accounts shall include, but are not 682 limited to, roof replacement, building painting, and pavement 683 resurfacing, regardless of the amount of deferred maintenance 684 expense or replacement cost, and for any other item for which the 685 deferred maintenance expense or replacement cost exceeds \$10,000. 686 The amount to be reserved shall be computed by means of a formula 687 which is based upon estimated remaining useful life and estimated 688 replacement cost or deferred maintenance expense of each reserve 689 item. The association may adjust replacement reserve assessments 690 annually to take into account any changes in estimates or 691 extension of the useful life of a reserve item caused by deferred 692 maintenance. This subsection does not apply to an adopted budget 693 in which the members of an association have determined, by a 694 majority vote at a duly called meeting of the association, to 695 provide no reserves or less reserves than required by this 696 subsection. However, prior to turnover of control of an

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association by a developer to unit owners other than a developer 697 698 pursuant to s. 718.301, the developer may vote to waive the 699 reserves or reduce the funding of reserves for the first 2 fiscal 700 years of the association's operation, beginning with the fiscal year in which the initial declaration is recorded, after which 701 702 time reserves may be waived or reduced only upon the vote of a 703 majority of all nondeveloper voting interests voting in person or 704 by limited proxy at a duly called meeting of the association. If 705 a meeting of the unit owners has been called to determine whether 706 to waive or reduce the funding of reserves, and no such result is 707 achieved or a quorum is not attained, the reserves as included in the budget shall go into effect. After the turnover, the 708 709 developer may vote its voting interest to waive or reduce the 710 funding of reserves.

711 3. Reserve funds and any interest accruing thereon shall 712 remain in the reserve account or accounts, and shall be used only 713 for authorized reserve expenditures unless their use for other 714 purposes is approved in advance by a majority vote at a duly 715 called meeting of the association. Prior to turnover of control 716 of an association by a developer to unit owners other than the 717 developer pursuant to s. 718.301, the developer-controlled 718 association shall not vote to use reserves for purposes other 719 than that for which they were intended without the approval of a 720 majority of all nondeveloper voting interests, voting in person 721 or by limited proxy at a duly called meeting of the association.

The only voting interests which are eligible to vote on
questions that involve waiving or reducing the funding of
reserves, or using existing reserve funds for purposes other than
purposes for which the reserves were intended, are the voting

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726 interests of the units subject to assessment to fund the reserves 727 in question. The face of all ballots that involve questions 728 relating to waiving or reducing the funding of reserves or using 729 existing reserve funds for purposes other than purposes for which 730 the reserves were intended shall contain the following statement 731 in capitalized, bold letters in a font size larger than any other 732 used on the face of the ballot: WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATE USES OF EXISTING RESERVES MAY 733 734 RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED 735 SPECIAL ASSESSMENTS REGARDING THOSE RESERVE ITEMS.

5. A vote to provide for no reserves or a percentage of
reserves shall be made at the annual meeting of the unit owners
called under paragraph (d). The division shall adopt the form for
the ballot for no reserves and a percentage of reserves.

6. Notwithstanding subparagraph 3., the association after
 turnover of control of the association may, in case of a
 catastrophic event, use reserve funds for nonscheduled purposes
 to mitigate further damage to units or common elements or to make
 the condominium accessible for repairs.

745 (q) Assessments. -- The manner of collecting from the unit 746 owners their shares of the common expenses shall be stated in the 747 bylaws. Assessments shall be made against units not less 748 frequently than quarterly in an amount which is not less than 749 that required to provide funds in advance for payment of all of 750 the anticipated current operating expenses and for all of the 751 unpaid operating expenses previously incurred. Nothing in this 752 paragraph shall preclude the right of an association to 753 accelerate assessments of an owner delinquent in payment of 754 common expenses. Accelerated assessments shall be due and payable

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755 on the date the claim of lien is filed. Such accelerated 756 assessments shall include the amounts due for the remainder of 757 the budget year in which the claim of lien was filed.

758

(h) Amendment of bylaws.--

759 1. The method by which the bylaws may be amended consistent 760 with the provisions of this chapter shall be stated. If the 761 bylaws fail to provide a method of amendment, the bylaws may be 762 amended if the amendment is approved by the owners of not less 763 than two-thirds of the voting interests.

764 2. No bylaw shall be revised or amended by reference to its 765 title or number only. Proposals to amend existing bylaws shall 766 contain the full text of the bylaws to be amended; new words 767 shall be inserted in the text underlined, and words to be deleted 768 shall be lined through with hyphens. However, if the proposed 769 change is so extensive that this procedure would hinder, rather 770 than assist, the understanding of the proposed amendment, it is 771 not necessary to use underlining and hyphens as indicators of 772 words added or deleted, but, instead, a notation must be inserted immediately preceding the proposed amendment in substantially the 773 774 following language: "Substantial rewording of bylaw. See bylaw 775 for present text."

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

(i) Transfer fees.--No charge shall be made by the
association or any body thereof in connection with the sale,
mortgage, lease, sublease, or other transfer of a unit unless the
association is required to approve such transfer and a fee for
such approval is provided for in the declaration, articles, or
bylaws. Any such fee may be preset, but in no event may such fee

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exceed \$100 per applicant other than husband/wife or 784 785 parent/dependent child, which are considered one applicant. 786 However, if the lease or sublease is a renewal of a lease or 787 sublease with the same lessee or sublessee, no charge shall be made. The foregoing notwithstanding, an association may, if the 788 789 authority to do so appears in the declaration or bylaws, require 790 that a prospective lessee place a security deposit, in an amount 791 not to exceed the equivalent of 1 month's rent, into an escrow 792 account maintained by the association. The security deposit shall 793 protect against damages to the common elements or association 794 property. Payment of interest, claims against the deposit, 795 refunds, and disputes under this paragraph shall be handled in 796 the same fashion as provided in part II of chapter 83.

797 Recall of board members. -- Subject to the provisions of (j) 798 s. 718.301, any member of the board of administration may be 799 recalled and removed from office with or without cause by the 800 vote or agreement in writing by a majority of all the voting 801 interests. A special meeting of the unit owners to recall a 802 member or members of the board of administration may be called by 803 10 percent of the voting interests giving notice of the meeting 804 as required for a meeting of unit owners, and the notice shall 805 state the purpose of the meeting. Electronic transmission may not 806 be used as a method of giving notice of a meeting called in whole 807 or in part for this purpose.

1. If the recall is approved by a majority of all voting interests by a vote at a meeting, the recall will be effective as provided herein. The board shall duly notice and hold a board meeting within 5 full business days of the adjournment of the unit owner meeting to recall one or more board members. At the

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813 meeting, the board shall either certify the recall, in which case 814 such member or members shall be recalled effective immediately 815 and shall turn over to the board within 5 full business days any 816 and all records and property of the association in their 817 possession, or shall proceed as set forth in subparagraph 3.

818 2. If the proposed recall is by an agreement in writing by 819 a majority of all voting interests, the agreement in writing or a 820 copy thereof shall be served on the association by certified mail 821 or by personal service in the manner authorized by chapter 48 and the Florida Rules of Civil Procedure. The board of administration 822 823 shall duly notice and hold a meeting of the board within 5 full 824 business days after receipt of the agreement in writing. At the 825 meeting, the board shall either certify the written agreement to 826 recall a member or members of the board, in which case such 827 member or members shall be recalled effective immediately and 828 shall turn over to the board within 5 full business days any and 829 all records and property of the association in their possession, 830 or proceed as described in subparagraph 3.

831 If the board determines not to certify the written 3. 832 agreement to recall a member or members of the board, or does not 833 certify the recall by a vote at a meeting, the board shall, 834 within 5 full business days after the meeting, file with the 835 division a petition for arbitration pursuant to the procedures in 836 s. 718.1255. For the purposes of this section, the unit owners 837 who voted at the meeting or who executed the agreement in writing 838 shall constitute one party under the petition for arbitration. If 839 the arbitrator certifies the recall as to any member or members 840 of the board, the recall will be effective upon mailing of the 841 final order of arbitration to the association. If the association

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fails to comply with the order of the arbitrator, the division may take action pursuant to s. 718.501. Any member or members so recalled shall deliver to the board any and all records of the association in their possession within 5 full business days of the effective date of the recall.

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

853 5. If a vacancy occurs on the board as a result of a recall 854 and less than a majority of the board members are removed, the 855 vacancy may be filled by the affirmative vote of a majority of 856 the remaining directors, notwithstanding any provision to the 857 contrary contained in this subsection. If vacancies occur on the 858 board as a result of a recall and a majority or more of the board 859 members are removed, the vacancies shall be filled in accordance 860 with procedural rules to be adopted by the division, which rules need not be consistent with this subsection. The rules must 861 862 provide procedures governing the conduct of the recall election 863 as well as the operation of the association during the period 864 after a recall but prior to the recall election.

(k) Arbitration.--There shall be a provision for mandatorynonbinding arbitration as provided for in s. 718.1255.

(1) Certificate of compliance.--There shall be a provision
that a certificate of compliance from a licensed electrical
contractor or electrician may be accepted by the association's
board as evidence of compliance of the condominium units with the

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applicable fire and life safety code. Notwithstanding the 871 872 provisions of chapter 633 or of any other code, statute, 873 ordinance, administrative rule, or regulation, or any 874 interpretation of the foregoing, an association, condominium, or unit owner is not obligated to retrofit the common elements or 875 876 units of a residential condominium with a fire sprinkler system 877 or other engineered lifesafety system in a building that has been certified for occupancy by the applicable governmental entity, if 878 879 the unit owners have voted to forego such retrofitting and 880 engineered lifesafety system by the affirmative vote of two-881 thirds of all voting interests in the affected condominium. 882 However, a condominium association may not vote to forego the 883 retrofitting with a fire sprinkler system of common areas in a 884 high-rise building. For purposes of this subsection, the term 885 "high-rise building" means a building that is greater than 75 886 feet in height where the building height is measured from the 887 lowest level of fire department access to the floor of the 888 highest occupiable story. For purposes of this subsection, the 889 term "common areas" means any enclosed hallway, corridor, lobby, 890 stairwell, or entryway. In no event shall the local authority 891 having jurisdiction require completion of retrofitting of common 892 areas with a sprinkler system before the end of 2014.

1. A vote to forego retrofitting may be obtained by limited proxy or by a ballot personally cast at a duly called membership meeting, or by execution of a written consent by the member, and shall be effective upon the recording of a certificate attesting to such vote in the public records of the county where the condominium is located. The association shall mail, hand deliver, or electronically transmit to each unit owner written notice at

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900 least 14 days prior to such membership meeting in which the vote 901 to forego retrofitting of the required fire sprinkler system is 902 to take place. Within 30 days after the association's opt-out 903 vote, notice of the results of the opt-out vote shall be mailed, 904 hand delivered, or electronically transmitted to all unit owners. 905 Evidence of compliance with this 30-day notice shall be made by 906 an affidavit executed by the person providing the notice and 907 filed among the official records of the association. After such 908 notice is provided to each owner, a copy of such notice shall be 909 provided by the current owner to a new owner prior to closing and 910 shall be provided by a unit owner to a renter prior to signing a 911 lease.

912 As part of the information collected annually from 2. 913 condominiums, the division shall require condominium associations 914 to report the membership vote and recording of a certificate 915 under this subsection and, if retrofitting has been undertaken, 916 the per-unit cost of such work. The division shall annually 917 report to the Division of State Fire Marshal of the Department of 918 Financial Services the number of condominiums that have elected 919 to forego retrofitting.

920

(m) Common elements; limited power to convey.--

921 1. With respect to condominiums created on or after October 922 1, 1994, the bylaws shall include a provision granting the 923 association a limited power to convey a portion of the common 924 elements to a condemning authority for the purpose of providing 925 utility easements, right-of-way expansion, or other public 926 purposes, whether negotiated or as a result of eminent domain 927 proceedings.

928

2. In any case where the bylaws are silent as to the

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929 association's power to convey common elements as described in 930 subparagraph 1., the bylaws shall be deemed to include the 931 provision described in subparagraph 1. 932 Section 3. Subsections (6) and (7) are added to section 933 718.113, Florida Statutes, to read: 934 718.113 Maintenance; limitation upon improvement; display 935 of flag; hurricane shutters; display of religious decorations .--936 (6) Every 5 years, each board of administration shall have 937 the condominium buildings inspected by a professional engineer or 938 professional architect registered in the state for the purposes 939 of determining whether the buildings are structurally and 940 electrically safe and determining any immediate maintenance 941 required as well as any long-term maintenance necessary in the 942 form of a long-term maintenance plan. The long-term maintenance 943 plan shall include an executive summary that shall be distributed 944 to all unit owners. The engineer or architect shall provide a 945 report indicating the manner and type of inspection forming the 946 basis for the report and description of any matters identified as 947 requiring remedial action. The report shall become an official 948 record of the association and be provided to the members upon 949 request pursuant to s. 718.111(12). 950 The board of administration may not adopt any rule or (7) 951 regulation impairing any rights guaranteed by the First Amendment 952 to the Constitution of the United States or s. 3, Art. I of the 953 Florida Constitution, including, but not limited to, the free 954 exercise of religion, nor may any rules or regulations conflict 955 with the provisions of this chapter or the condominium 956 instruments. A rule or regulation may not prohibit any reasonable 957 accommodation for religious practices, including the attachment

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958 of religiously mandated objects to the front-door area of a 959 condominium unit. 960 Section 4. Section 718.1224, Florida Statutes, is created 961 to read: 962 718.1224 Prohibition against SLAPP suits.--963 (1) It is the intent of the Legislature to protect the 964 right of condominium unit owners to exercise their rights to 965 instruct their representatives and petition for redress of 966 grievances before the various governmental entities of this state 967 as protected by the First Amendment to the United States 968 Constitution and s. 5, Art. I of the State Constitution. The 969 Legislature recognizes that strategic lawsuits against public 970 participation, or "SLAPP suits" as they are typically referred 971 to, have occurred when association members are sued by individuals, business entities, or governmental entities arising 972 973 out of a condominium unit owner's appearance and presentation 974 before a governmental entity on matters related to the 975 condominium association. However, it is the public policy of this 976 state that governmental entities, business organizations, and 977 individuals not engage in SLAPP suits, because such actions are 978 inconsistent with the right of condominium unit owners to 979 participate in the state's institutions of government. Therefore, 980 the Legislature finds and declares that prohibiting such lawsuits 981 by governmental entities, business entities, and individuals 982 against condominium unit owners who address matters concerning 983 their condominium association will preserve this fundamental 984 state policy, preserve the constitutional rights of condominium 985 unit owners, and ensure the continuation of representative

986 government in this state. It is the intent of the Legislature

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987	that such lawsuits be expeditiously disposed of by the courts. As
988	used in this subsection, the term "governmental entity" means the
989	state, including the executive, legislative, and judicial
990	branches of government; the independent establishments of the
991	state, counties, municipalities, districts, authorities, boards,
992	or commissions; or any agencies of these branches which are
993	subject to chapter 286.
994	(2) A governmental entity, business organization, or
995	individual in this state may not file or cause to be filed
996	through its employees or agents any lawsuit, cause of action,
997	claim, cross-claim, or counterclaim against a condominium unit
998	owner without merit and solely because such condominium unit
999	owner has exercised the right to instruct his or her
1000	representatives or the right to petition for redress of
1001	grievances before the various governmental entities of this
1002	state, as protected by the First Amendment to the United States
1003	Constitution and s. 5, Art. I of the State Constitution.
1004	(3) A condominium unit owner sued by a governmental entity,
1005	business organization, or individual in violation of this section
1006	has a right to an expeditious resolution of a claim that the suit
1007	is in violation of this section. A condominium unit owner may
1008	petition the court for an order dismissing the action or granting
1009	final judgment in favor of that condominium unit owner. The
1010	petitioner may file a motion for summary judgment, together with
1011	supplemental affidavits, seeking a determination that the
1012	governmental entity's, business organization's, or individual's
1013	lawsuit has been brought in violation of this section. The
1014	governmental entity, business organization, or individual shall
1015	thereafter file its response and any supplemental affidavits. As

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1016 soon as practicable, the court shall set a hearing on the 1017 petitioner's motion, which shall be held at the earliest possible 1018 time after the filing of the governmental entity's, business 1019 organization's, or individual's response. The court may award the 1020 condominium unit owner sued by the governmental entity, business 1021 organization, or individual actual damages arising from the 1022 governmental entity's, individual's, or business organization's 1023 violation of this section. A court may treble the damages awarded 1024 to a prevailing condominium unit owner and shall state the basis 1025 for the treble damages award in its judgment. The court shall 1026 award the prevailing party reasonable attorney fees and costs 1027 incurred in connection with a claim that an action was filed in 1028 violation of this section. 1029 (4) Condominium associations may not expend association 1030 funds in prosecuting a SLAPP suit against a condominium unit 1031 owner.

1032

Section 5. This act shall take effect July 1, 2008.