

**SUNRISE LAKES PHASE 4 RECREATION DISTRICT**  
**Minutes of the Meeting**  
**TUESDAY JULY 19,2022, 7:00 P.M.**  
**10102 SUNRISE LAKES BLVD.**

1. **Call Meeting to Order 07:0**
2. **Pledge of Allegiance**
3. **Roll Call - Monica Porte**
4. **Motion to Approve June 21 Meeting Minutes**
5. **Motion To Approve Agenda**
6. **Managers Report**
7. **Treasurers Report**
8. **Social Directors Report**

**Old Business**

1. **Motion to Approve Floor Installation Labor Bids**
2. **Motion to Approve Tree Replacement Bids**

**New Business**

1. **Motion to Cancel Pritts 20 year Maintenance Contract**

**Good & Welfare**

**Adjourn meeting**

**SUNRISE LAKES PHASE IV RECREATION**  
**ASSOCIATION MEETING**

1. **Call Meeting to Order**
2. **Roll Call**
3. **Motion To Approve Agenda**
4. **Treasurers Report**

**Old Business**

**New Business**

1. **Motion to Approve Lake Fountains RFP**
2. **Motion to Accept Collection Protocol Resolution**

**Good & Welfare**

**Adjourn meeting**

NOTICE IS HEREWITH GIVEN TO ALL INTERESTED PARTIES THAT IF ANY SUCH PERSON SHOULD DECIDE TO APPEAL ANY DECISION MADE AT THE FORTHCOMING MEETING FOR WHICH THIS AGENDA CONSTITUTES NOTICE, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS CONDUCTED AT SUCH MEETING AND FOR SUCH PURPOSE MAY NEED TO ENSURE A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED

**COLLECTION PROTOCOL RESOLUTION**  
**for**  
**SUNRISE LAKES PHASE 4 RECREATION ASSOCIATION**

**EFFECTIVE: July 12, 2022**

At a meeting of the Board of Directors of SUNRISE LAKES CONDOMNIUM PHASE 4, INC. 3, (hereinafter the "Association") held on the 12th day of July, 2022, the following resolution was adopted:

WHEREAS, the Board of Directors is desirous of adopting a Collection Protocol as hereinafter set forth;

WHEREAS, effective July 1, 2021, the Legislature amended the collection procedures under sections 718.116 and 718.121 of the Florida Statutes.

RESOLVED, that the Board of Directors of the Association, pursuant to said provisions of the Declaration, Articles and the By-Laws set forth above, hereby adopts the following procedure for the collection of assessments, in the event that payment for an Owner's maintenance assessment is not received when due:

1. The Association's Common Expenses are due on the first day of each month and considered late if not received on or before the 10<sup>th</sup> day of each month. Thus, once an Owner's Assessment is not received by the Association by the 15<sup>th</sup> day of each month, the Association on its own behalf and through its management company or accounting firm, shall send the Owner a Notice of Last Assessment as required by Florida Law. Pursuant to the Notice of Late Assessment, the Owner shall be afforded thirty (30) days to make the payment required to bring the Unit Owner current with his or her Assessment obligation. In accordance with Florida law, the Owner will not be charged for the preparation of the Notice of Late Assessment. This does not preclude its management company or accounting firm from issuing a courtesy late notice which does not meet the statutory requirement for accounts less than or equal to the Threshold Amount<sup>1</sup>

2. If no response to the Association's letter as prepared by the management company or accounting firm is received within thirty (30) days as specified in the letter AND the owner's account balance exceeds the Threshold Amount

the Association's attorney shall commence collections activity and provide the Owner with forty-five (45) day notice of the Association's intent to record

1 Threshold Amount is \$100.00

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a claim of lien in accordance with section 718.121, Florida Statutes. The Board may, at its discretion, refer to an account to collections with the Attorney if the account does not meet the Threshold Amount but has been delinquent for a period of ninety days or more.

3. Should the Owner fail to make payment pursuant to the Notice of Intent to Record a Claim of Lien, the Association's attorney may proceed with the filing of a Claim of Lien which is to be recorded against the delinquent Owner in the Public Records of Broward County, Florida, and the Owner shall receive a forty-five (45) day notice of the Association's intent to foreclose its lien which shall include a detailed claim setting forth all past due assessments and collection costs due and owing (including late penalties and interest, if applicable) in accordance with section 718.116, Florida Statutes.

4. Once the forty-five (45) day notice of intent to foreclose period has expired, the Association's attorneys shall be authorized to commence preparation of a title search, and issue a retainer letter to the Association setting forth the record title owner of the Unit, a list of the encumbrances to the title of the Unit, and may include a recommendation to foreclose the Association's lien. Upon receipt the executed retainer and funds of the attorney's letter the Association may proceed with a foreclosure action against the Unit Owner and an action in an appropriate court in and for Broward County, Florida, to obtain a money judgment against the Unit Owner.

5. Furthermore, the Association's attorney is hereby authorized to accept settlement of any delinquency so long as such payment of the delinquent amount is paid one-half (2) down payment at time of settlement by letter agreement with the remaining balance to be paid within six (6) months from the date of the settlement agreement and the Unit Owner agrees to keep current all current and future maintenance and special assessments as they come due. Under this protocol, the Association is authorized to settle such claims in accordance with the payment terms as set forth in this paragraph so long as such settlement agreement is in writing with a Unit Owner.

6. In the event an institutional lender or any other third-party lender commences with a foreclosure action against the Unit, either prior to or during the collection process, the attorneys for the Association will provide guidance to the Association, in writing and advise the Association as to whether the collection procedure should continue. If there is no real value/ equity in a Unit which is the subject matter of a foreclosure action, then the attorneys for the Association will continue to monitor the foreclosure action and not expend further efforts in collection so as to not expend unnecessary attorney's fees.

7. Any change or amendment to Sections 718.116 or 718.121, Florida Statutes, or of any interpretation thereof, shall be automatically incorporated into this resolution.

8. This Resolution supersedes any prior Resolution passed by the Association.

NOW THEREFORE, we the undersigned, being the duly authorized officers of SUNRISE LAKES PHASE 4 RECREATION ASSOCIATION, do hereby subscribe and execute this Resolution and confirm that the above is a true and correct copy of the Resolution adopted by the Board of Directors of the SUNRISE LAKES PHASE 4 RECREATION ASSOCIATION on July 22, 2022, together with the Minutes concerning such Resolution.

**SUNRISE LAKES PHASE 4 RECREATION ASSOCIATION**

By: \_\_\_\_\_ President

By: \_\_\_\_\_ Vice President