

NEW LAWS AFFECTING FLORIDA COMMUNITIES

HOAs -HB 1203, 293 & 59

MAJOR AREAS OF CHANGE

- MANDATORY MANAGER DUTIES
- ▶ BOD EDUCATION
- CRIMINAL PENALTIES
- ASSOCIATION RECORDS & WEBSITE
- ANNUAL FINANCIAL REPORTS
- ARCHITECTURAL REVIEW
- ► HB 293 HURRICANE PROTECTION
- PROHIBITED RESTRICTIONS
- ► ENFORCEMENT FINES & SUSPENSIONS
- OWNER REQUEST FOR ACCOUNTING OF SUMS DUE

DO WE NEED A MANAGER?

► MORE THAN 10 PARCELS? BUDGET IN EXCCESS OF \$100K?

MOST LIKELY YOU NEED AN LCAM!

- Community association management is comprised of activities that require substantial specialized knowledge, judgment, and managerial skill, including: controlling or disbursing funds; preparing budgets or other financial documents; assisting in the conduct of meetings; determining statutory notice; determining and collecting amounts due; calculating votes and quorum; drafting meeting notices and agendas; calculating and preparing estoppel certificates; and coordinating maintenance and other day-to-day services.
- A person who performs clerical or ministerial functions under the direct supervision and control of an LCAM or who is charged only with performing the maintenance of the community association and who does not assist in any of the specialized management services described above is not required to hold a CAM license.



NEW MANDATORY MANAGEMENT DUTIES

(applies to new contracts, not existing)

- Attend at least one (1) member or board meeting annually in-person
- Provide all HOA members with name and contact info for each manager or management company representative assigned to the community, such persons' hours of availability, and summary of duties performed - - ongoing obligation to update this info within 24 hours of any change
- Provide to any member upon request a copy of the management contract and maintain a copy of the contract within official records
- Heightened continuing education requirements
- New law does not specify method of disseminating above info



BOARD MEMBER EDUCATION

Certification option removed (choice between attending class or certifying statement is gone - - - NOW MUST <u>ATTEND CLASS IN-PERSON</u>

- ➤ Certification class required within 90 days of service; valid for 4 years of uninterrupted service
- ➤ A board member who fails to timely fulfill certification requirement is automatically suspended from service and may be temporarily replaced until fulfilled.
- ► Additionally, any director of Association that has FEWER than 2,500 parcels must attend at least 4 hours per year of continuing education administered by the Division (details presumably coming from the Division TBD)



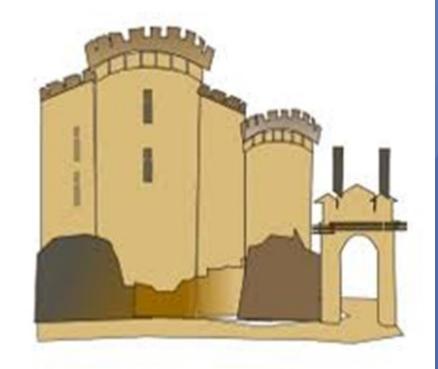


CRIMINAL PENALTIES



- ► FIRST DEGREE MISDEMEANOR 1 YR JAIL AND/OR UP TO \$1K FINE
 - Various acts involving elections (fraudulently changing an election document such as ballot, ballot envelope, voting certificate); using intimidation or bribery or other "corruption" to influence voting including giving or promising "anything of value" to a voter other than wearable campaign badge or food at election rally
 - Knowingly or intentionally destroying accounting records or knowingly or intentionally failing to create or maintain accounting records with the intent of causing harm to the association or members
- ► SECOND DEGREE MISDEMEANOR 60 DAYS JAIL AND/OR UP TO \$1K FINE
 - ANY OFFICER, DIRECTOR, OR MANAGER WHO KNOWINGLY, WILLFULLY AND REPEATEDLY (2 OR MORE W/IN 12 MONTHS) WITH INTENT TO CAUSE HARM FAILS TO PROVIDE MEMBER ACCESS TO INSPECT AND OBTAIN COPIES OF OFFICIAL RECORDS

- ► THIRD DEGREE MISDEMEANOR UP TO \$500 FINE
 - Debit cards have been prohibited for years, but the new law makes it a criminal offense for a person to use a debit card for any expense that is not a lawful obligation, e.g., an expense "properly preapproved by the Board and is reflected in the meeting minutes or the written budget"
- ► THIRD DEGREE FELONY 5 YRS PRISON/PROBATION AND UP TO \$5K FINE
 - KICKBACK! ANY OFFICER, DIRECTOR, OR MANAGER WHO SOLICITS, OFFERS TO ACCEPT OR ACCEPTS ANY THING OR SERVICE OF VALUE FROM ANY PERSON PROVIDING OR PROPOSING TO PROVIDE GOODS OR SERVICES TO THE ASSOCIATION WITHOUT PAYING CONSIDERATION (EXCEPTION: TRADE FAIR OR EDUCATION PROGRAM)
 - Any person who willfully and knowingly refuses to release or otherwise produce official records with intent to avoid or escape detection, arrest, or punishment or aids another with avoidance or escape



Removal of Officer/Director from office occurs:

▶ <u>Upon being charged or indicted</u> for: felony theft or embezzlement, any of the "new" laws, obstruction of justice, forgery of a ballot envelope or voting certificate (oddly, not a ballot), destruction of an official record, and FAILURE TO PROVIDE MEMBER WITH ACCESS TO RECORDS (Repeatedly, 2x within 12 months, see prior slide)

▶ While charges are pending, person cannot serve as an officer or director or have access to official records except by court order

NOT NEW, BUT REMINDER/CLARITY

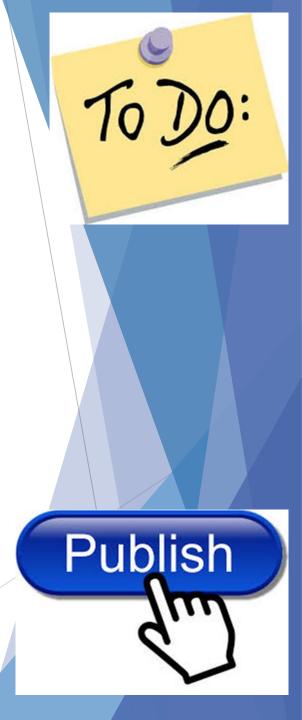
- ► NO DEBIT CARDS, CREDIT CARDS OK
- ▶ NO COMPOUND INTEREST WHEN COMPUTING DELINQUENT ASSESSMENTS, e.g., interest on interest
- ► ELECTRONIC NOTICE Requires Consent Form
- **Practice Tip: Make sure you have consent forms on file; these are accessible official records**
- Clarification: ELECTRONIC VOTING Consent can be given "electronically" rather than in "writing"



HB 59 - MUST PUBLISH RULES AND COVENANTS

BEFORE 10/1/24 - - ASSOCIATION SHALL PROVIDE A PHYSICAL OR DIGITAL COPY OF THE ASSOCIATION'S RULES AND COVENANTS TO EVERY MEMBER

- Must also provide to new owners within 30 days
- Upon any amendment, must provide an updated copy
- ▶ Requirement can be met by posting on website with notice (via email with consent form on file or regular mail without) to owners of intent to utilize the website for this purpose
- Assuming the Association has amended its Rules and Regulations since original inception, Fla. Stat. 720.306(1)(e) already provides: <u>"An amendment to a governing document [which include Rules & Regs] is effective when recorded in the public records of the county in which the community is located. **PRACTICE POINT: BE SURE YOU HAVE EFFECTIVE RECORDED RULES & REGS!**</u>

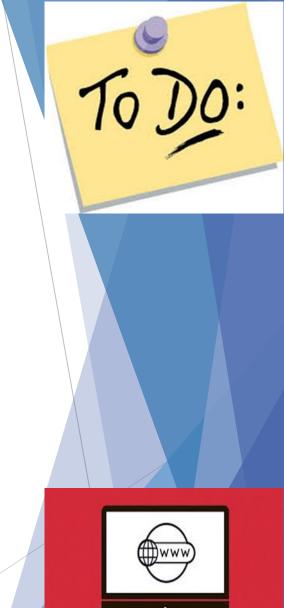


OFFICIAL RECORDS & WEBSITE

- ▶ Official records must be maintained for minimum 7 years many are forever
- ▶ Bids are included in the min 7-year list but conflicting language elsewhere in statute provides for only 1 year; best practice is to maintain for 7 years

WEBSITE - - NOW REQUIRED BY 1/1/2025 FOR COMMUNITIES WITH **100 OR MORE PARCELS**

- **SHALL** adopt rules governing the "method or policy" of record retention, including time periods, and post to website
- Substantial list of records and notices that must be posted including meeting notices together with agendas and attachments (draft meeting minutes from prior meeting to be approved, bids, contracts, anything to be voted on or used by the board in rendering a decision or by members when voting)
- ► Requires constant updating while balancing confidentiality obligations
- Must include private owner portal available to owners upon request
- If subpoenaed by LEO, must provide within 5 business days and must generally assist





ARCHITECTURAL REVIEW

► FOR STARTERS -

ARE YOUR ARC SPECIFICATIONS RECORDED?
RULES AND REGULATIONS RECORDED?

- ► ARC DENIAL REQUIRES SPECIFIC REASONING ARBITRARY DISCRETION IS A THING OF THE PAST!!
- A notice of denial to an owner "for the construction of a structure or other improvement on a parcel" <u>MUST</u> include specification of the covenant or rule relied upon by the Association and the specific aspect of the improvement that does not conform to that covenant or rule



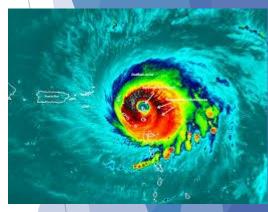




HURRICANE PROTECTION - HB 293

- ► **REQUIRES** ALL HOAS TO ESTABLISH SPECIFICATIONS FOR ITEMS OF "HURRICANE PROTECTION" WHICH ARE:
- Roof systems recognized by the Florida Building Code which meet ASCE 7-22 48 standards
- Permanent fixed storm shutters
- Roll-down track storm shutters
- Impact-resistant windows and doors
- Reinforced garage doors
- Erosion controls
- Exterior fixed generators
- Fuel storage tanks
- Other hurricane protection products used to preserve and protect the structures or improvements on a parcel governed by the association (VERY GENERAL CATCH-ALL)
- The specifications should aim to achieve cohesive external appearance for all buildings within the community, including considerations such as "color and style", while adhering to relevant building codes. IMPORTANTLY, except in cases where violations to these specifications occur, HOAs are prohibited from preventing homeowners from installing or upgrading hurricane protection products.







PROHIBITED RESTRICTIONS

Association cannot restrict an owner or tenant from installing, displaying or storing any item not prohibited by law or ordinance if not visible from parcel's frontage, adjacent parcel or common area, or golf course:

Examples: HVAC systems, artificial turf, BOATS, flags, RVs, vegetable gardens, and clotheslines

- ► CANNOT PROHIBIT THE PARKING OF A PERSONAL VEHICLE, INCLUDING A PICK-UP TRUCK, IN THE DRIVEWAY *OR ELSEWHERE* IF PERMITTED BY LAW (STREET PARKING)
- ► Cannot prohibit the parking of a "work vehicle" in the driveway regardless of signage unless a true statutory commercial vehicle in excess of 26,000 lbs





PROHIBITED RESTRICTIONS continued

Cannot prohibit parking on public roads or rights of way by:

law enforcement, first responder, firefighters,
 EMTs and paramedics

Cannot restrain/require an owner to use all contractor or vendor on "Preferred Vendor" list or require professional or occupational license







CANNOT FINE - - CANNOT SUSPEND

► Leaving garbage receptacles at curb or end of driveway within 24 hours before/after collection

► Holiday decorations, lights or other improvement on a parcel longer than provided for in governing documents unless remaining longer than 1 week after Association gives written notice of violation





ENFORCEMENT FINES AND SUSPENSIONS

- ▶ ** PROCEDURAL CHANGE** 14-day Notice of Intent to Levy Fine or Suspension MUST be in writing and include statement of right to hearing, date/location of hearing and instructions to attend via phone or other electronic means, and description of violation and action required to cure it
- ► Hearing MUST occur within 90 days and can be conducted by phone or other electronic means
- ▶ If cured prior to hearing, no fine or suspension
- Within 7 days of hearing, the fine committee sends written Notice of Fine with deadline to cure or pay fine no sooner than 30 days
- If cured before deadline to cure or fine due date, no fine, and legal fees incurred after this deadline, not prior, may be "awarded"

PRACTICE TIP: PREPARE FORM NOTICES



WHAT'S THE RESULT?

Repeated Opportunities to Cure - Before & AFTER

Fine Avoidance Takes the Teeth out of the Governing Docs

Will encourage Mediation for Fineable Offenses

NEW CONCEPT OWNER REQUEST FOR ACCOUNTING OF SUMS DUE



- No more than once per 90 calendar days, an owner may make a written request (certified not required, email ok) to the board for a detailed accounting of any amounts owed related to the parcel and the board MUST provide such detailed info WITHIN 15 BUSINESS DAYS
- ► FAILURE TO TIMELY RESPOND CONSTITUTES A COMPLETE WAIVER OF ANY OUTSTANDING <u>FINES</u> MORE THAN 30 DAYS PAST DUE IF NO PRIOR NOTICE OF IMPOSITION WAS GIVEN

Waiver applies only to FINES

ANNUAL FINANCIAL STATEMENTS

Members may NOT vote to REDUCE the level of accounting (compiled, reviewed/audited) in consecutive years, i.e., every other year at most



ane/for Break!

CONDOMINIUMS - HB 1021

MAJOR AREAS OF CHANGE

- ► SIRS
- RECORDS TRANSFER BY MANAGER
- MANAGER CONFLICTS OF INTEREST
- HURRICANE PROTECTION
- BOD CRIMINAL PENALTIES
- BOD EDUCATION
- BOD MEETINGS
- ASSOCIATION RECORDS & WEBSITE
- ANNUAL FINANCIAL REPORTS
- PROTECTING ADVERSE UNIT OWNER CONDUCT
- EXPANDED JURISDICTION OF DBPR "THE DIVISION"

SIRS

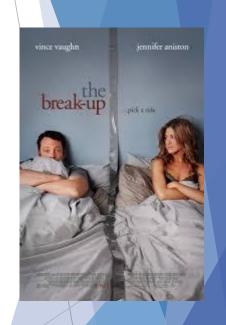
- ► WHAT HAS <u>NOT</u> CHANGED?
- SIRS remains due by 12/31/2024
- Unwaivable full reserve funding begins with 2026 Budget
- ► WHAT HAS CHANGED? Publication of SIRS Report
- Within 45 days after receiving SIRS report, the Association <u>MUST</u> provide a copy to each unit owner or notify the owners of its availability
- Within 45 days after receiving SIRS report, the Association <u>MUST</u> submit a form to the Division (available on DBPR website) indicating completion of report and publication to owners
- After 12/31/24, the Division will publish a list of Associations that have timely completed SIRS



RECORDS TRANSFER BY MANAGER

NEW STATUTORY DEADLINE OF 20 DAYS FOR A TERMINATED MANAGEMENT COMPANY OR MANAGER TO TURN OVER ASSOCIATION RECORDS

FAILURE TO DO SO TIMELY CAN RESULT IN SUSPENSION OF CAM LICENSE AND CIVIL PENALTY OF UP TO \$1,000/DAY UP TO 10 BUSINESS DAYS



MANAGER CONFLICTS OF INTEREST



- ▶ New law treats managers in the same vein as BOD members
- ► Requires written disclosure to the board if manager/management company has a financial interest in a company or transaction other than management services
- ▶ If the bid for goods or services exceeds \$2,500, the Association must solicit multiple competitive bids
- ▶ Disclosure must be made in board meeting agenda text, attachments, and meeting minutes; board can approve with 2/3 affirmative vote of directors present followed by disclosure at next member meeting unless conflict is disclosed in management services contract
- ► Violation = cancel contract without penalty; CAM license suspension

HURRICANE PROTECTION

 New law expands Association's obligation to adopt "hurricane protection" specifications beyond just hurricane shutters to encompass:



- ► "Hurricane shutters, impact glass, code-compliant windows or doors, and other code compliant hurricane protection products used to serve and protect the condominium property or association property" this is the new statutory definition
- ► May include color, style, and other factors deemed relevant by BOD, including adhering to the existing, unified external appearance of the building scheme
- ► NOT considered a MATERIAL ALTERATION

- ► NEW LAW creates new section 718.104 (4)(p) which provides that the <u>Declaration MUST contain a statement</u> that specifies whether the unit owner or the association is responsible for the installation, maintenance, repair or replacement of hurricane protection that is for the preservation and protection of the condominium property and association property. ** PRACTICE POINT: Declaration amendment is REQUIRED**
- ▶ If approved by the affirmative vote of a majority of owners, or if contained in the Declaration, the Association may require unit owners to install, maintain, repair or replace an item of hurricane protection that is at the end of its useful life or "is necessary to prevent damages to the common elements or a unit" **PRACTICE POINT: Owner vote required evidenced by a recorded certificate that must include the date that the hurricane protection must be installed; must then mail or hand deliver copy of recorded certificate to all owners
- If approved that owners are responsible, the Association may undertake "self help" (repair or replace hurricane protection items) at owner's expense and collect those costs in the same manner as an assessment
- Owner is not responsible for costs of removing hurricane protection if necessary to maintain common elements

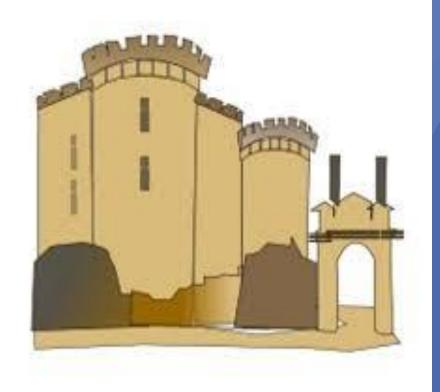


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▶ While charges are pending, person cannot serve as an officer or director or have access to official records except by court order

BOARD MEMBER EDUCATION

Certification *option* removed (choice between attending class or certifying statement is gone - - - NOW MUST DO BOTH! <u>ATTEND and CERTIFY</u>

- ▶ <u>4-hour</u> certification class required within 90 days of service; valid for 7 years of uninterrupted service
- ► Certify in writing that you've read the governing documents, will uphold, and discharge fiduciary duty
- ► Current board members have until 6/30/2025 to attain compliance and remit evidence to board secretary
- ► Additionally, required to attend at least 1 hour per year of continuing education administered by the Division on recent changes to the Condo Act and Division Rules (details presumably coming from the Division TBD)





BOARD MEETINGS

- ► If more than 10 units, your BOD SHALL MEET AT LEAST ONCE PER QUARTER
- ► Meeting agenda <u>MUST</u> include an opportunity for members to ask questions
- ➤ Specifically, owners have the right to ask questions relating to reports on the status of construction or repair projects, the status of revenues and expenditures during current fiscal year, and "other issues affecting the condominium" **PRACTICE POINT: RECENT DBPR OPINION SET FORTH THAT OWNERS MUST BE GIVEN OPPORTUNITY TO ASK QUESTIONS BEFORE A MATTER IS VOTED ON, NOT AFTER, AND NOT MERELY Q&A AT THE END OF THE MEETING**
- If an agenda item relates to the APPROVAL of a CONTRACT for goods or services, a COPY of the CONTRACT must be provided with the MEETING NOTICE



OFFICIAL RECORDS & WEBSITE

NEW official records include:

- all invoices, transaction receipts, or deposit slips that substantiate any receipt or expenditure
- ▶ a copy of all building permits issued for ongoing or planned construction
- a copy of all board member educational certificates

RECORDS MUST BE MAINTAINED IN AN ORGANIZED MANNER THAT <u>FACILITATES</u> MEMBER INSPECTION UPON WRITTEN REQUEST (not certified!)** PRACTICE TIP: MAY ADOPT RULES AS TO FREQUENCY, TIME, LOCATION, NOTICE AND MANNER OF INSPECTION BUT CANNOT REQUIRE PURPOSE OR SPECIFIC FORM**

CAN FULFILL OBLIGATION VIA WEBSITE - - NOW REQUIRED FOR 25 OR MORE UNITS (PREVIOUSLY 150!)

- ▶ long list of records and notices
- requires constant updating





NEW & HIGHLY PROBLEMATIC - INSPECTION CHECKLIST

- In response to a written request to inspect records, the Association MUST simultaneously provide a checklist to the requestor of all records made available for inspection and copy. The checklist must also identify any of the Association's official records that were not made available to the requestor."
- ▶ This checklist is an official record - Must maintain for 7 years.
- ► This checklist creates a rebuttable presumption of compliance.
- ► <u>MAJOR CONCERNS</u> - Checklist preparation will be difficult and time-consuming, especially considering new criminal penalties for willful and repetitive occurrences of failure to provide.



ANNUAL FINANCIAL REPORTING

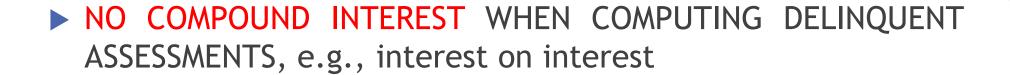
Unit owners may NOT vote to REDUCE the level of financial reporting (compiled, reviewed, or audited) in consecutive years, i.e., every other year at most, and such vote must occur before end of fiscal year

Association must mail or hand deliver copy <u>AND</u> give notice that copies are provided upon request



NOT NEW - - REMINDER/CLARIFICATION

► NO DEBIT CARDS, CREDIT CARDS OK



► Electronic Notice Requires Consent Form

Practice Tip: Make sure you have consent forms on file; these are accessible official records

Clarification: Electronic Voting Consent can be given "electronically" rather than in "writing"



PROTECTING ADVERSE UNIT OWNER CONDUCT

- ▶ It is unlawful for an Association to fine, discriminatorily increase assessments, discriminatorily decrease services, or bring or threaten to bring, or spend Association funds to support, any civil action, including defamation, libel, slander, or tortious interference action, based on conduct such as -
 - Reporting code violations in good faith
 - Reporting violations to the DBPR
 - Creating, joining, or supporting "a unit owner's organization"
 - Complaining to the Association about violations of the Condo Act or Division rules
 - Making public statements critical of the operation or management of the Association
- Retaliatory conduct can be raised as a defense in any legal action brought against a unit owner



EXPANDED DBPR JURISDICTION

- Previously limited to:
 - Financial issues, elections, records maintenance and access, and operations during developer control

► NOW EXPANDED TO INCLUDE:

- Procedural completion of SIRS
- Procedural aspects of member and board meetings
- Monitoring and enforcement of fidelity bond/insurance requirement
- Certified Inquiries by owners (required response generally 30 days)
- Required disclosures of conflicts of interest
- Director removals and recalls
- New crimes created by new law and related director removal
- Division is required to refer to LEO any new crimes "believed" to have occurred
- Division may attend any board or member meeting open to owners





The Division of Florida Condominiums, Timeshares, and Mobile Homes

> website for helpful information regarding subjects such as the association's operation, the board of administration, and unit owner

Offering FREE Educational Course Presentations!

The Division of Condominiums, Timeshares, and Mobiles Homes Division's Education Team provides informative educational courses to condominium/cooperative board members, unit owners, and prospective buyers free of charge in English and also Spanish.

The Division's education courses can be offered:

- In-person (small or large groups) Online through a virtual format
- Special Events (In person or virtual)
- · Community outreach

Contact the Division's Education section to obtain more information and schedule your next event today!

Scan the QR code below to make your presentation request.



http://www.myfloridalicense.com/DBPR/condominiums-and-cooperatives/education/



Division of Condominium Timeshares and Mobile Homes Condominium Education Topics:

Please note that these topics do not contain information regarding Chapter 720- Homeowners Association.

THE FOLLOWING TOPICS HAVE A DURATION: 1 HOUR OR LESS

- Budgets and Reserves This prosentation provides statutory requirements regarding Annual Budget preparation, meeting requirement, and reserve
- Financial Reporting This presentation provides statutory requirements regarding Year-End Financial Reporting.
- Elections: Process and the Division's Jurisdiction This presentation provides statutory requirements regarding preparing for an election, election notices, and the process on the day of the election.
- Records Access: Process and the Division's Jurisdiction This presentation provides statutory requirements and helpful information regarding the records access process and which sections the division can review.
- The Division's Jurisdiction of Financial Issues: This presentation provides descriptions of the division's jurisdictional area of "Financial Issues".
- Unit Owner Rights and Responsibilities This presentation provides unit owners with Information regarding statutory rights and responsibilities.

THE FOLLOWING TOPICS HAVE A DURATION: 1.5 - 2 HOURS

- Board Member Certification This certification meets the statutory requirement for new board members. Also informative for other unit owners and those interested in Condominium Community Living.
- Association Responsibilities This presentation provides information regarding an association's statutory responsibilities. Meetings and Notices - This presentation provides statutory requirements regarding meeting and noticing requirements.
- . The Division's Jurisdiction and Complaint Process This presentation explains the areas of the Division's jurisdiction under the Bureau of Compliance and the Division's Complaint Process



Education Section 1400 W. Commercial Blvd Ste. 185 Fort Leuderdale, Florida 33309 Phone: (954) 202-6831 Fax: (954)-202-6833



5 REASONSWHY SB 280 IS BADFOR FLORIDA



The bill allows local governments to charge property owners a "reasonable" fee to process registration applications, yearly renewals, and inspections.

Without a defined limit on fees, there's no guarantee against unreasonable charges, risking excessive fees for property owners wanting to rent short-term.



The bill allows local governments to revoke or refuse to renew registrations under certain conditions – but no requirements to inform renters.

Renters must be informed of changes in the registration status of vacation rentals for transparency and fairness, allowing informed decisions and protecting consumer rights.



The bill imposes maximum overnight occupancy limits.

The bill's occupancylimits aim to prevent "partyhouses" but might deter families from choosing Florida by making it harder to find suitable accommodations, possiblyraising costs and limiting availability in peak seasons. This misalignment with family needs could drive tourists to consider alternative vacation destinations.



The bill authorizes local governments to suspend registrations for "material" violations of local law, ordinance, or regulation that do not solely apply to vacation rentals, and the violation is directly related to the vacation rental premises.

The lack of a clear definition for "material" violations hinders uniform regulation enforcement and risks bias. Aprecise definition is needed to ensure local governments suspend registrations only for significant violations related to the rental premises, ensuring fairness, and preventing arbitraryor discriminatory actions.



The bill requires that vacation rental owners appeal registration denials, suspensions, non-renewals, and revocations to the circuit court within 30 days, with the court authorized to award attorney fees and damages to the winning party.

The appeals process for vacation rental owners is time-consuming and resource-intensive, adding stress and financial risk due to uncertain outcomes and potential legal costs. This may deter owners from entering the market or challenging unfair disciplinary actions.