

Statutory Committee Policies and Procedures

Pursuant to Florida Statute 723.037(4)(a), the Board of Directors of the Crane Lakes Home Owners Association (henceforth referred to as “The Board”) shall appoint a Committee for the purpose of meeting with the community Property Management Team to discuss and or negotiate changes in proposed rent increases, reduction in services or utilities, changes in rules and regulations affecting the residents, pass through charges, etc.

Every year The Board will select the Chairperson of the Committee who in turn will select up to four (4) additional members. The Chairperson will use due diligence in selecting these additional members. Qualifications to look for in making these selections are civic awareness, negotiating experience, real estate and/or appraisal experience, and training in economics and finance. Once the Committee is established, The Board shall notify Crane Lakes Management via Certified Mail. A sample form is included in Appendix A. Both the Treasurer and the Chairperson should retain a copy of the form for the committee records.

The Statute requires that Property Management notifies The Board at least 90 days before any increase in lot rental amount or reduction in services or utilities provided by the park owner or change in rules and regulations. Upon receipt of this notice, the Board shall communicate this information to the Statutory Committee. The Committee shall review the data provided by Management to verify that:

- Lot rental increases do not exceed amount established in the prospectus.
- Ad valorem taxes passed through to the homeowners does not exceed the amount allowed by law.
- Other pass-through charges are reasonable.

After the review is complete, the Committee must prepare, sign, and send a letter to Crane Lakes Management requesting a meeting. This letter should be sent via certified mail, return receipt requested. The receipt must be retained for the committee records. This letter should include:

- The place of the meeting
- At least two dates and times at which the committee will be available.
- A complete list of items to be discussed in the meeting, including all items addressed in the 90-day notice and any other issues. Appropriate documentation of all items must be provided.

THIS MEETING MUST BE HELD WITHIN 30 DAYS OF RECEIPT OF THE RENT NOTICE.

The committee should be prepared in advance to present a full agenda of all grievances, since the primary purpose of the meeting is to attempt to negotiate an agreement between the homeowners and the park owner. Attorneys are not required at this first stage or even recommended unless the park owner insists on having his/her attorney involved. The park owner is mandated by Florida Statute 723.037(4)(a) to attend this meeting. Additional meetings may be necessary, and the committee must be

fully prepared to present its case. If an agreement is reached with the park owner, the Committee should get the agreement in writing so that there are no misunderstandings between the parties.

If the Committee is unhappy with the results of its meeting or meetings with the park owner, it may then move to the mediation process after consultation with the Association's attorney. If it is decided to go ahead, a "Petition for Mediation" on a special state form must be filled out completely and accurately in multiple copies and all required signatures appended. A "Statement of Dispute" form must be prepared in multiple copies and circulated throughout the community for signatures-one per lot- and the signatures of at least one-half (1/2) the lot occupants must be obtained. There is a 30-day time limit for obtaining signatures and sending the form to Tallahassee.

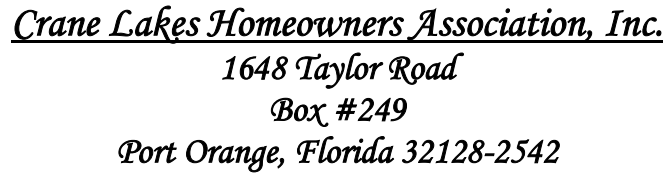
It is imperative that all committee members agree to attend meetings when called, to do the necessary research to prepare for the meetings with the owners, and in general be committed to this process. Failing that, the committee will fail in its duty to represent all the homeowners in the Community.

Prepared by: Dick Gherlone, Chairman

Date: May 30, 2026

Board approved June 9, 2026

Appendix A – Sample notification to Management



We, the undersigned, being at least a majority of the Board of Directors of the Crane Lakes Homeowners Association, in accordance with Section 723.037(4), Florida Statutes, designate the following committee to represent our interests relating to the proposed changes in Lot Rental Amount, decrease in service or utilities, or changes in the Rules and Regulations, or any other issue the committee intends to raise and discuss. We further authorize this committee to represent our interests in any subsequent mediation proceeding that may arise. This designation shall be valid until revoked or superseded.

Committee Members:

Name	Lot Number	Phone

Board of Directors:

[illegible]