

Chuck Drago, Interim Secretary

Charlie Crist, Governor

Barabra M. Blanco
9360 Sunset Drive, Suite 252
Miami, FL 33173

MAY 15 2008

Re: Case No. 2006-046031

Dear Ms. Blanco:

The Department of Business and Professional Regulation has reviewed the above-referenced case, which alleges that you violated certain provisions of Chapter 468, Part VIII, Florida Statutes, and/or the rules promulgated thereunder. After carefully reviewing the complaint and the compiled investigative report, the Department has concluded that this Letter of Guidance should be issued in lieu of a finding of probable cause.

You should review this case and refresh your understanding of Chapters 455 and 468, Florida Statutes, and Chapter 61-20, Florida Administrative Code, to serve as a guide for future conduct. Specifically, you are advised to carefully format and title all meeting minutes. In this case, confusion could have been eliminated if the annual meeting minutes reflected the actual member count in person and proxy, and also stated that a quorum was not achieved, so the meeting was converted to an Organizational Meeting of the Board of Directors. Additionally, the minutes should reflect Board approval of any deviation from the association's governing documents, such as the month in which the Annual Meeting is to be held. Future failure to adhere to Chapter 468, Florida Statutes, may result in disciplinary action taken against your license.

You are urged to seriously review the statutes and rules controlling the practice of community association management in the State of Florida. If you do not have current copies of the rules and regulations, please contact the Regulatory Council of Community Association Managers at (850) 488-2141.

Sincerely,


Eric R. Hurst
Assistant General Counsel