

**Ken Lawson, Secretary**

**Rick Scott, Governor**

October 24, 2011

**CERTIFIED MAIL, RETURN RECEIPT REQUESTED  
CERTIFIED NO. 7010 1870 0003 1480 8402**

Board of Directors  
Wingfoot Condominium Association, Inc.  
c/o Mr. Steven Ingles, Manager  
1930 Commerce Lane, Suite 1  
Jupiter, Florida 33458

RE: Wingfoot Condominium Association, Inc.  
Case No. 2011048287

Dear Members of the Board:

The Division of Florida Condominiums, Timeshares and Mobile Homes is the State agency charged with the implementation of chapter 718, Florida Statutes (the Condominium Act) and the related administrative rules set forth in chapters 61B-15 through 61B-24, Florida Administrative Code.

Complaints received by the Division are investigated in depth, pursuant to the Division's Resolution Guidelines set forth in chapter 61B-21, Florida Administrative Code. Depending on the seriousness or gravity of the violation, the Division's response may be in the form of information provided to the Association to correct the violation, or the issuance of a warning letter to the Association requiring a response from the Association which meets the Division's approval or an enforcement action by the Division.

In this instance, based on our review of the evidence, we believe that this matter can be addressed by an informational resolution:

1. The Association, in violation of section 718.111(12)(b), Florida Statutes, failed to timely provide unit owner, Ellen Sisom with access to its official records pursuant to a request dated August 1, 2011 which was sent to the Board.

This allegation was confirmed based on a review of a number of factors. While it is evident that Ms. Sisom gained access to the records on three separate occasions subsequent to the request, (August 8, 2011, August 29, 2011 and August 31, 2011) the conditions under which access was granted such as requiring the inspection to be conducted outside in the parking lot subject to the elements was not conducive to meaningful access. Additionally, there is evidence which indicates that access to the records was delayed by the Association with the Association claiming that the maintenance person's schedule would not be able to accommodate Ms. Sisom's follow-up inspection until August 25 and 26, 2011. However, both of these appointments were cancelled by the Association. Ms. Sisom was later provided with two follow-up appointments on August 29, 2011, and August 31, 2011. Ms. Sisom has also stated that the inspection of the Association's records was made difficult as there were

records of other associations also managed by Bristol Management, mixed in with those of Wingfoot Condominium Association. Additionally, subsequent to these appointments Ms. Sisom requested additional time and was denied by the Association requesting that an inspection fee of \$245 be paid before any additional appointments would be granted. Consequently, in excess of two months have elapsed and Ms. Sisom has not gained complete access to the records requested.

Please be aware that I will be closing this case with this Information/education Letter which is designed to educate the Association regarding provisions of Florida Condominium Law. A response to the Division is not required. However, the Association is expected to comply with the Condominium Act and related administrative rules in the future.

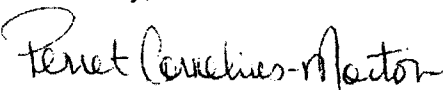
The Association has agreed to provide Ms. Sisom with access to all of the official records previously requested at a time and date which is mutually convenient. However, the Division suggests that the location of this new meeting at which Ms. Sisom is to inspect the records be the offices of Bristol Management. As we discussed I am enclosing a list of the records which are still outstanding and should be made available for inspection **within five (5) days of receipt of this letter**. Please contact Ms. Sisom providing options for three dates and times for the inspection appointment. Please copy the Division on all correspondence.

Please note that repeated violations of a similar nature within two years of the date of this letter will result in further action by this agency.

Should you have questions or concerns regarding the information provided herein, or if the Division may be of further assistance to you, please do not hesitate to contact me by e-mail at [perret.morton@dbpr.state.fl.us](mailto:perret.morton@dbpr.state.fl.us); or by telephone at 954.202.6823.

**YOUR ATTENTION IS DIRECTED TO RULE 61B-23.002(7)(b)1., FLORIDA ADMINISTRATIVE CODE, WHICH REQUIRES RETENTION OF THIS LETTER OR A COPY THEREOF AMONG THE OFFICIAL RECORDS OF YOUR CONDOMINIUM ASSOCIATION FOR FUTURE REFERENCE.**

Sincerely,



Perret Cornelius-Morton  
Investigator-Fort Lauderdale

Enclosure