

SAMPLE PRE-ARBITRATION LETTER

Dear Board of Directors,
[Address]

I have the following issue with the Association: *[List all relevant facts that describe your issue (problem) with the Association.]*

In order to resolve this issue, the Association must do the following: *[List everything you want the Association to do to fix the issue (problem).]*

The Association must comply with the above requirements by the following date: *[This date must give the Association a reasonable time to complete all the items you are requiring it to do.]*

Failure to timely comply with the above requirements will result in an arbitration petition being filed pursuant to Section 718.1255, Florida Statutes.

Thank you for your prompt attention to this matter,

[Signature]

[Name]