

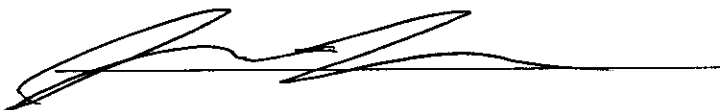
**WORTHINGTON COMMUNITY ASSOCIATION, INC.**

**ADOPTION OF POLICIES AND PROCEDURES REGARDING REQUESTS FOR AND  
PROVISION OF ESTOPPEL CERTIFICATES**

In accordance with the laws of Florida, effective July 1, 2017, the following policies and procedures associated with submission of requests and providing Estoppel Certificates regarding Worthington Community Association, Inc. (Hereinafter "Association ") are hereby adopted.

1. The charge for issuance of an Estoppel Certificate will be the maximum allowed by law, as amended from time to time. If the Association is an HOA controlled by Chapter 720, Florida Statutes and has previously amended the bylaws to allow both a higher estoppel fee and a capital contribution, those amounts will be charged. Those documents are contracts that cannot be retroactively changed by enactment of any statute (Article I, Section 10 Florida Constitution).
2. Within ten (10) business days after receiving a written or electronic request therefor from a unit owner or the unit owner's designee, or a unit mortgagee or the unit mortgagee's designee, the Association will issue the Estoppel Certificate. If the Association has a website, it will designate a person or entity with a street or e-mail address for receipt of a request for an estoppel certificate issued pursuant to law. The estoppel certificate must be provided by hand delivery, regular mail, or e-mail to the requestor on the date of issuance of the estoppel certificate.
3. Initially the address and contact person or entity to be contacted for such information is as follows: McNeil Management Services, Inc. - management@mcneilmsi.com
4. The Estoppel Certificate will be provided to the "Requesting Party," who can be any of the following people: An owner, the owner's designee, the mortgagee, or the mortgagee's designee by hand delivery, mail, or e-mail on the date of issuance of the estoppel certificate.
5. Preparation of the Certificates will be made only by McNeil Management Services, Inc. (may be by any Board member or any authorized agent or representative of the Association, which includes any authorized agent, authorized representative, or employee of a management company). Any accounts in collection with counsel will be provided to that Association by Counsel, after coordination, as needed, between the Association, its community association manager and counsel to whom the matter was assigned for collection.
6. If the Association receives a request for an Estoppel Certificate from a unit owner or the unit owner's designee, or a unit mortgagee or the unit mortgagee's designee, and fails to deliver the Estoppel Certificate within ten (10) business days, a fee may not be charged for the preparation and delivery of that Estoppel Certificate.

In witness whereof the Board has adopted this resolution this 20 day of September, 2017, at a duly called meeting, at which a quorum was present.

 , its President