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MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CHRISTIANSEN & DEHNER, P.A.
RE: NEW ADMINISTRATIVE FORMS
DATE: FEBRUARY 28, 2020

Attached you will find a revised administrative forms package for the Board. These forms have been updated in accordance with changes to Chapter 2019-71, Laws of Florida, which now permits a Florida Notary to perform remote online notarizations under specific and comprehensive guidelines. While regular in-person notary services are still acceptable, the changes to the forms will allow the remote online notarization, as allowed by Florida Statutes.

In addition, many other form updates have been made to this package for clarity and usability. Accordingly, please discontinue use of your current administrative forms and replace them with these updated documents.

Please feel free to call if you have any questions. Thank you.