



South Florida Property Owners Consulting, LLC  
9380 SW 72 Street, Suite B-160  
305-551-1414  
[www.soflopropertyowners.com](http://www.soflopropertyowners.com)

May 18, 2026

City of Doral  
8401 NW 53 Terrace  
Doral, FL 33166

**Re: Proposal to Provide Consulting Services on Florida Condominium, Homeowner Association, and Cooperative Law**

Dear Sir or Madam:

South Florida Property Owners Consulting, LLC (SFPOC) respectfully submits this proposal to provide consulting services to support the City of Doral in matters involving Florida condominium, homeowner association (HOA), and cooperative laws. Due to the City of Doral's high concentration of shared-interest residential communities, City personnel may be required to respond to complex association related complaints, some of which involve allegations of criminal conduct such as financial fraud, board election irregularities, denial of access to official records, and abuse of board authority.

These matters often involve an intersection of potential criminal allegations, civil statutory compliance, administrative regulations, association governing documents, and financial records under Florida Statutes Chapters 718, 719, and 720. Effective preliminary review may require specialized subject matter knowledge to assist with the interpretation of governing documents, assess statutory obligations and fiduciary duties, analyze financial records, and determine whether reported conduct warrant criminal investigation or falls within civil or regulatory jurisdiction.

The consulting services being proposed are intended to provide advisory support to assist your personnel with investigative planning, financial record organization, and document analysis related to community association matters.

**Proposed Services**

Consulting services shall be provided in an advisory capacity to support investigative and pre-referral activities involving condominium, HOA, and cooperative matters. Services may include, but are not limited to, the following:

- Assessment of statutory compliance under Florida Statutes Chapters 718, 719, and 720.
- Review and analysis of association governing documents, including declarations, bylaws, and rules.

- Review and organization of financial and operational records for investigative purposes.
- Identification of relevant documents and evidentiary materials.
- Assistance in evaluating potential statutory violations and investigative thresholds.
- Support in case preparation, documentation organization, and investigative planning.

All consulting services are advisory in nature and intended to support informed decision making by the City of Doral's personnel.

### **Cost and Scope Considerations**

Consulting services shall be billed at an hourly rate of Eighty-Five Dollars (\$85.00) per hour, subject to a fifteen (15) hour monthly minimum. The monthly minimum reflects the level of availability, responsiveness, and specialized support required to support ongoing investigative and case preparation needs.

The proposed services are intended to reduce the time and resource burden on City personnel by providing subject-matter expertise during preliminary case assessment, document review, and investigative planning. SFPOC consultants include retired law enforcement professionals with more than eight (8) years of specialized training and experience in Florida community association law, including condominium, homeowner association, and cooperative matters.

By leveraging our firm's services and the expertise of our consultants the City will be able to streamline preliminary review, better identify relevant records and investigative priorities, and enable personnel to streamline active investigations and enforcement priorities while receiving informed advisory support on complex statutory and financial issues.

At the onset of a complaint review, the full scope and complexity of the matter cannot always be determined. The volume and structure of association financial accounts are often unknown. In prior association related matters, boards and management companies have maintained multiple bank accounts and voluminous records, which significantly increases the time required for financial review and analysis. These factors are not always evident during the initial intake.

Typically, the preliminary case review and assessment may require approximately four to six hours to evaluate available governing documents, financial records, statutory considerations, and investigative priorities. The actual time required may vary based on the number of records, the availability of documentation, and the complexity of the allegation.

### **Term of Services**

The proposed term of consulting services shall be one (1) year. The commencement date shall be determined at a later date, subject to mutual agreement and the execution of a formal agreement approved by the City of Doral.

This service agreement may be renewed for an additional term, subject to a five percent (5%) increase to the hourly rate in effect during the preceding term, unless otherwise negotiated and approved in writing.

**Scope Limitations**

Our firm shall not perform law enforcement functions, exercise investigative authority, make charging or enforcement decisions, or provide legal representation, legal advice, or legal opinions. All investigative and enforcement authority shall remain solely with the City of Doral and any applicable prosecutorial or regulatory agencies.

Unless separately authorized under a distinct engagement, our firm shall not perform certified public accounting services, forensic accounting attestations, or audit opinions.

Our firm is not responsible for the completeness, accuracy, or availability of records provided by third parties, including community associations, financial institutions, or other entities. Any services beyond the scope described herein shall require prior written authorization.

**Confidentiality**

Our firm acknowledges that it may have access to confidential, sensitive, or non-public information, including investigative materials and records, and hereby agrees to maintain the confidentiality of such information and to use it solely for the purpose of performing the proposed services.

SFPOC shall comply with all applicable laws and entity policies governing confidentiality, data security, and records handling, including Florida’s Public Records Law, Chapter 119, Florida Statutes. Nothing in this proposal shall be construed to supersede obligations under applicable public records laws or any requirements imposed by a formal contract with the City of Doral.

**Non-Binding Proposal**

This proposal is submitted for informational and evaluation purposes only and does not constitute a binding agreement unless and until incorporated into a formal written contract approved by the City of Miami.

Thank you for your consideration of this proposal. I welcome the opportunity to discuss the services further or to tailor the scope to meet the City of Doral’s needs.

Respectfully submitted,



Tamara Reyes  
President

South Florida Property Owners Consulting, LLC  
305-551-1414  
Treyes@soflopropertyowners.com