**SANTA ROSA COUNTY**
**BOARD OF COMMISSIONERS**

Administrative Offices | 6495 Caroline Street, Suite M | Milton, Florida 32570-4592

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ROY V. ANDREWS, County Attorney
JAYNE BELL, OMB Director

# MEMORANDUM

**TO: BOARD OF COUNTY COMMISSIONERS**

**FROM: ROY ANDREWS** RVA

**DATE: AUGUST 17, 2016**

**RE: NAVARRE BEACH LEASE AMENDMENTS**

The Board previously voted to allow amendments to leases on Navarre Beach to cap the lease fees at $250.00 annually and remove the 5% fee for short term rentals. Accordingly, over 1400 letters and forms were sent to affected leaseholders in March 2015 so the amended leases could be prepared and executed.

Approximately 1084 amended leases have been prepared, executed, and recorded. The amended leases cap the fees retroactively to November 1, 2014.

Intermittently, leaseholders of the remaining approximately 400 parcels request lease amendments. The present process is that the amendment is processed and the $250.00 fee cap is granted retroactively to November 1, 2014.

This has made it difficult to collect past due lease fees for the period from November 1, 2014 to date, and has caused increased effort for the Finance and Legal Departments.

I suggest that the leaseholders with unamended leases be notified that if they do not complete the amendment process by November 1, 2016, the fee cap will no longer be retroactive to November 1, 2014. The fee cap would be effective from the date of the amendment.

cc: Tony Gomillion