

RECORDS DEFINED

The records available for inspection and copying are defined as those records designated by the Florida Condominium Act, as same may be amended from time to time, as the Official Records of the Association, to the extent that the Association is required to maintain such records.

RECORDS AVAILABLE

No records other than those defined above shall be available for inspection or copying.

PERSONS ENTITLED TO INSPECT OR COPY

No unit owner, and no unit owner's authorized representative, shall have any right to inspect or copy the records of the Association, except as permitted by law. No person shall be permitted to make a request to inspect or copy the records of the Association, or to actually inspect or copy the records of the Association, as a unit owner's authorized representative, unless such person delivers to the Association a written document signed and dated by the unit owner in which such person is expressly appointed as the unit owner's authorized representative for this purpose. No other person shall be permitted to inspect or copy the Association records.

Requests to inspect the records by more than one unit owner or unit owner's representative at the same time will not be honored. Inspection will be limited to one unit owner or unit owner's representative at a time to ensure that the inspection process can be properly monitored.

INSPECTION AND COPYING

1. A unit owner, or a unit owner's authorized representative, desiring to inspect or copy Association records shall submit a written request to the Secretary (or Manager). The written request must be mailed, hand delivered or faxed to the Association's official mailing address. No other method of delivering a written request shall be valid or accepted. The written request must specify the particular records the unit owner desires to inspect or copy, including pertinent dates, names or time periods. The specification of the particular records must be sufficiently detailed to permit the Association to retrieve the exact records requested. General descriptions of records, such as, but not limited to, "All items pertaining to _____", or "All correspondence from _____", or "All contracts for _____", are insufficiently specific, shall not be permitted and such general requests shall not be honored.

2. Inspection or copying of records shall be restricted solely to those records specifically designated in the written request for inspection or copying. No inspection or copying of any other records shall be permitted. If the Association is unclear as to which documents are being requested by the unit owner, the unit owner will be contacted and additional information must be submitted to clarify the inspection request. The statutory time frame to comply with the document inspection request will not start to run until the inspection request has been clarified.

3. A unit owner, or a unit owner's authorized representative, shall not submit more than one (1) written request for inspection or copying of records per calendar month. If more than one (1) written request for inspection or copying of records is made within a calendar month, then all such written requests subsequent to the first written request shall not be honored and no inspection or copying of records requested in such subsequent written requests shall be permitted. A written request for inspection or copying of records shall not contain a request to inspect or copy more than ten (10) records. If more than ten (10) records are being requested in a written request to inspect or copy records, then all records subsequent to the first record listed in the written request shall not be honored and no inspection or copying of those subsequent records shall be permitted. No written request shall be submitted for the same records requested in a prior written request within the previous twelve (12) calendar months. If a written request is made for the same records requested in a prior written request within the previous twelve (12) calendar months, such written request shall not be honored and no inspection or copying of the same records shall be permitted.

The time to inspect any one (1) record shall be limited to a maximum of four (4) hours in any one sitting. In no event shall an inspection exceed eight (8) hours in any one month period.

4. Inspections of records shall be conducted at the office where the Association's records are maintained or at such other location as may be designated by the Association. No unit owner or authorized representative of a unit owner shall remove original records from the location where the records are inspected or make any marks or alterations on original records.

5. Records shall be made available for inspection on or before the tenth (10th) working day subsequent to actual receipt by the Association of the written request for inspection. This time frame **may** be extended or delayed upon written agreement between the Association and the unit owner making the request. This time frame **shall** be extended by the Association in the event the records are so voluminous, or in such condition, or are so old, that obtaining the records within the time frame is not reasonable. The Association shall notify the unit owner or the unit owner's authorized representative, by telephone or in writing, that the records are available for inspection, and the time, date and place when the records may be inspected. Records may be inspected only at the time, date and place designated by the Association and only during normal Association business hours, or during the normal business hours of the location where the records are to be inspected, if other than the Association office. For the purposes herein, "working day" shall mean Monday through Friday, exclusive of federal, state and local holidays on which the office of the Clerk of Court of this County is closed for business. For purposes herein, "normal business hours" shall be the hours the Association office is customarily open, or the hours the location where the records are to be inspected is customarily open, namely 7:30 A.M. to 4:00 P.M. on a week day. The Association shall not research or otherwise review its records to locate any of the specific records requested to be inspected or copied by the unit owner or the unit owner's authorized representative. The Association shall merely indicate which drawer, file cabinet, box or other storage facility in which the official records may be kept contain the type of record requested to be inspected or copied by the unit owner or the unit owner's authorized representative. The unit owner, or the unit owner's authorized representative, shall be required to research and/or review the records contained in such storage facility in order to locate the specific records requested to be inspected or copied.

6. If, during or immediately upon completion of inspection, a unit owner or a unit owner's authorized representative desires to have a copy of a record, the unit owner or the unit owner's authorized representative shall designate, in a separate writing, on a form provided by the Association, the specific record, or portion thereof, including page numbers, for which a copy is desired, or in the alternative, shall designate such record, or portion thereof, by use of a "clip" or "tab" upon the page(s) of the record. Not more than one (1) copy of each record requested shall be permitted. If the location where the records are being inspected or stored has a copy machine capable of making copies of the records designated, then copies of the records shall be available within two (2) working days subsequent to the designation of such records for copying. If there is no copy machine at the location where the records are being inspected or stored capable of making copies of the records designated, then copies of the records shall be available within a reasonable time after a copying service can pick-up, copy and return the records to the location where the records are being inspected or stored. In the event the copies of the records are so voluminous, or a copy machine or copy service is not available or too busy, or the records are in such condition or form that copies cannot be made available within the above-stated time periods, then copies will be made available as soon as practical. The Association shall not copy records, or make copies of records available, unless the unit owner or the unit owner's authorized representative actually inspects the records and designates which records the unit owner wants copied. The Association is under no duty to mail or otherwise deliver the copies of the records to the unit owner or the unit owner's authorized representative. The unit owner, or the unit owner's authorized representative, must go to the location where the records were inspected and pick up the copies. Notwithstanding the above, if requested by the unit owner or the unit owner's authorized representative, the Association may, if it deems the request reasonable in its sole discretion, make copies of records without the unit owner or unit owner's authorized representative actually inspecting the records and may arrange for the copies to be mailed or otherwise delivered by any method agreed to between the Association and the unit owner or the unit owner's authorized representative. If no inspection of the records is made and the Association agrees to make copies, then copies of records will be available within a reasonable time, but not less than two (2) working days subsequent to the last date the records would have been available for inspection.

7. A unit owner or a unit owner's authorized representative desiring a copy of a record shall pay the reasonable expense of making the copy, which expense shall not be less than the actual cost of making the copy, nor more than the highest amount permissible by law. A unit owner or unit owner's authorized representative, who has made an agreement with the Association for the Association to make copies of records without the unit owner or unit owner's authorized representative actually inspecting the records, shall pay a reasonable expense for obtaining, researching and reviewing the Association's records to locate and copy the records requested, including labor, which expense shall not be less than the actual expense incurred. A unit owner or unit owner's authorized representative, who has made an agreement with the Association to mail or otherwise deliver copies of records, shall pay a reasonable expense for mailing or otherwise delivering the copies, which expense shall not be less than the actual cost of mailing or otherwise delivering the copies. Payment in advance for the cost of obtaining, researching and reviewing records, or making a copy or mailing or delivering a copy shall be required. In the event payment is made in form other than cash, cashier's check, money order or certified check, payment shall not be deemed received unless and until payment has cleared. No record shall be obtained, researched, reviewed or located and no copy of a record shall be made, mailed or delivered, unless and until payment therefore is received. Records not normally kept in written form shall be produced for inspection in the form in which they are normally kept, unless the law requires the record to be converted to written form. The cost of converting such records to written form shall be in addition to the cost of copying such records, and the unit owner or the unit owner's authorized representative shall pay a reasonable expense of converting such records to written form, which expense shall not be less than the actual cost of making the conversion nor more than the highest amount permissible by law, unless the law requires the Association to pay the cost of converting the records to written form.

MANNER OF INSPECTION

1. No written request for inspection or copying shall be made solely to harass another unit owner or resident, the Association, or any Association officer, director, employee or agent.

2. For purposes hereof, a unit owner and the unit owner's authorized representative shall be considered one person.

3. All persons inspecting or requesting copies of records shall conduct themselves in a courteous manner, and shall not interfere with the normal operation of the Association's office and the duties of its personnel, or the operation of the office where the records are being inspected or copied and the duties of their personnel. The Association, or the office of the location where the records are being inspected, shall assign at least one staff person to assist in the inspection of the records, and all requests for assistance and copies during the inspection shall be directed to that person.

4. The Association shall maintain a log sheet which shall include: (i) the date a written request for inspection or copying of records is received, (ii) from whom the written request was received, (iii) what records are requested to be inspected or copied, (iv) the date the person requesting inspection or copying was notified of the availability of the records for inspection or copying, (v) the date the person requesting inspection or copying actually inspected or received copies of the records, (vi) and a place for the person requesting inspection or copying to sign, acknowledging the records were inspected or copies were received. Every person permitted to inspect or copy records shall sign the log sheet prior to actual inspection and prior to taking actual delivery of the copies. No inspection of records shall be permitted and no copies of records shall be delivered unless and until the person requesting inspection or copies signs the log sheet.

5. A unit owner or representative may not bring a "witness" while inspecting the books and records of the Association.

ENFORCEMENT OF INSPECTION AND COPYING RULES

1. Any violation of these rules shall be cause for the Association to suspend the document inspection or copying until such time as the violator agrees in writing to comply herewith, in which event the

inspection or copying shall resume on the next working day after receipt of the written agreement, at a time designated by the Association.

2. Requests for inspection and copying not complying with the foregoing rules shall not be honored, but the Association shall mail or hand-deliver a written response to the person requesting inspection and/or copying within two (2) working days after receipt of a non-complying request and shall indicate how the request fails to comply herewith.

3. The Board of Directors may take whatever appropriate legal action is available against any person who fails to comply with these rules.

4. Nothing in these rules shall be construed as a limitation or restriction upon any of the Association's rights or remedies, or act as an election of remedies. All rights and remedies available to the Association shall be cumulative.