

INSPECTION AND COPYING OF ASSOCIATION RECORDS

1. RECORDS DEFINED

The official records available for inspection and copying are those designated by Florida Statutes (FS) 720.303(5), as amended from time to time.

2. PERSONS ENTITLED TO INSPECT OR COPY

Every Association Member or the authorized representative (hereinafter collectively referred to as "Member") of the Member, as designated in writing shall have the right to inspect or copy the official records pursuant to the Florida Statute and the following rules.

3. INSPECTION AND COPYING

- a. Inspecting or copying of records shall be limited to only those records specifically allowed by the Florida Statute.
- b. A Member desiring to inspect the Association's official records shall submit a written request, by Certified Mail, to the Association at 3492 Crabapple Drive, Port St. Lucie, Florida, 34952. The request must state with exactness the official records requested, including pertinent dates or time periods. The request must be sufficiently detailed as to allow the Association to retrieve the official records requested. The Association is under no obligation to retrieve any records requested that lacks specificity.
- c. No more than one (1) request for records inspection and/or copying may be submitted per calendar month.
- d. No more than one request for inspection and/or copying of the same record may be submitted in a sixty (60) day period.
- e. All inspection of records shall be conducted at the Association's office or at such other location designated by the Association. Member shall not remove original records from the inspection location. The original records shall not be altered.
- f. Records shall be made available for inspection by the Association on or before the tenth business day subsequent to receipt of the written request for inspection. This time frame may be extended by written request of the Member. The Association shall notify the Member either by telephone, in person, or in writing, that the records are available and shall attempt to make the records available at a mutually convenient time and date.

- g. Inspection shall be conducted between the hours of 8:30 a.m. and 4:30 p.m. on Tuesdays and Thursdays.
- h. If a Member desires to obtain a copy of any record, the Member shall identify the record desired during the inspection. The Association shall not be obligated to copy portions of records. The requested copies will be made available within a responsible time. Members may use their own portable device, i.e., smart phone, tablet, portable scanner, or other technology capable of scanning or taking photographs to make electronic copies, in lieu of the Association providing copies.
- i. Costs. The Association will print up to twenty-five (25) pages of records on its photocopy machine at a cost of twenty-five (25) cents per page. Any additional costs levied will be as stated in the Florida Statute. All payments will be made payable in cash or check at the time the copies are requested. The Association shall not be obligated to undertake the photocopying of any records until payment is received. Personal checks will not constitute payment until funds clear.

4. MANNER OF INSPECTION

- a. Members inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or the office where the records are otherwise inspected or copied. The Association may assign one staff person to assist in or supervise the inspection.
- b. The Association shall maintain a log detailing:
 - (1) The date of receipt of the written request for official records inspection.
 - (2) The name and address of the requesting Member.
 - (3) The requested documents.
 - (4) The date Member was notified of the availability of the records.
 - (5) The date the records were made available for inspection and/or copy.
 - (6) The date of actual inspection and/or copy.
 - (7) The signature of the Member acknowledging receipt of or access to the records prior to the inspection or receipt of copies.

5. REQUEST FOR ACCOUNTING

- a. Members may request a detailed accounting of any amounts they may owe to the Association related to parcel ownership.
- b. Members may only request an accounting once every ninety (90) days.
- c. All requests for an Accounting must be submitted in writing and sent Certified Mail to the Association Office, 3492 Crabapple Drive, Port Saint Lucie, Florida, 34952, clearly marked Request for Accounting.