

EAST LAKE WOODLANDS COMMUNITY ASSOCIATION, INC.
RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING
PROCEDURES FOR INSPECTION OF ASSOCIATION RECORDS

(DRAFT OF DECEMBER 12, 2017)

WHEREAS, Chapter 720 of the Florida Statutes allows members of East Lake Woodlands Community Association, Inc. ("the Association") to inspect certain official records and obtain copies; and

WHEREAS, the statutes allow the Association to adopt rules regarding the frequency, time, location and manner of record inspections and copying;

NOW, THEREFORE, it is hereby resolved as follows:

1. Any requests by members of the Association to inspect official records or obtain copies of such records, shall be in writing, and shall be sent by certified mail to the following address for the Association: Management & Associates 720 Brooker Creek Blvd, Suite 206 Oldsmar, Florida 34677. No communications or requests by facsimile or e-mail will be accepted. A return email or other communication acknowledging receipt of the request will be sent by the Association to confirm receipt of any request for access to records.
2. Each request must include an address, email address if available, and telephone number where the requesting member may be contacted.
3. Any member requesting that records be produced must state, in detail, the specific records that they wish to inspect or copy, including the dates or time frames for requested official records in each category of requests.
4. Inspections will be arranged at a time and place to be designated by the Association, during business hours Monday - Friday. All inspections are limited to a maximum of one request per month for any member, for a maximum of 8 hours of inspection time. At the discretion of the Association, or its agent, the inspection time(s) can be scheduled on more than one day, based upon the amount of time and number of records involved.
5. Records shall be made available for inspection by the Association on or before the tenth working day subsequent to actual receipt by the Association of the written request for inspection. This time frame may be extended by written request of the member. In addition, this time frame shall be extended in the event records are so voluminous or otherwise in such condition as to render this time frame unreasonable. The Association shall notify the member, by telephone, in person, or in writing or by electronic mail, as to when the records are available and the proposed time(s) and date(s) available, and the location designated for such inspection. The member must make arrangements with the Association representative for another mutually acceptable date and time if the date(s) suggested by the Association is not acceptable. Inspections are generally intended to take place at the offices of the Association's management company, but under appropriate circumstances the Association may require that such inspections take place at another location. The requirement to make official records available may be complied with by having a copy of the official records available for inspection or copying in the community or, at the option of the association, by making the records available to a parcel owner electronically via the internet or by allowing the records to be viewed in electronic format on a computer screen and printed upon request. No member shall remove

original records from the location of inspection. No alteration of the original records shall be allowed.

6. The cost for copies made on Association or Management copy machines will be \$.25 per page, and except as otherwise provided by law, all copying must be done by the personnel at the office where the records are inspected, unless: (a) the member makes copies themselves as permitted by law; or (b) the Association chooses to have the copies made by an outside vendor, in which case the actual cost of copying will be charged to the member requesting the records. Additional costs for the salary, time or other administrative costs of personnel that are necessary to respond to any requests for records, when copying of the requested records exceeds 25 pages, and when any research or retrieval of requested records requires Association personnel to spend more than one-half hour of time, will also be charged to the requesting owner to the maximum extent allowed by the Florida Statutes as amended from time to time, which currently provide for a charge of \$20.00 per hour for personnel time.

7. No inspection or copying of records shall be conducted in a manner to harass any member, resident or Association agent, officer, director or employee.

8. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the office where the records are inspected or copied. The Association office, or office of inspection, shall assign one person to assist in the inspection, and all requests for further assistance and copying during the inspection shall be directed only to that staff person or to someone else designated by that person.

9. The Association may maintain a log detailing:

- i. The date of receipt of the written request for inspection;
- ii. The name of the requesting party;
- iii. The requested records;
- iv. The date the owner was notified of the availability of the records;
- v. The date the records were made available for inspection or copying;
- vi. The date of actual inspection or copying;
- vii. The signature of the unit owner acknowledging receipt or access to the records. Every person inspecting or receiving copies of records shall sign said log or a comparable receipt prior to inspection or receipt of copies.

10. Any violation of these rules may cause the immediate suspension of the inspection or copying of records until such time as the violator agrees in writing to comply herewith, and any other violation issues are addressed.

11. Any written requests for inspection or copying not complying with these rules shall not be honored. The Association shall indicate in writing the nature of the non-compliance and transmit same to the requesting party within five working days subsequent to receipt of the written request from the member. Any nonconforming requests for inspection or copying may be responded to by the Association representative by notifying the requesting person of the existence of these rules, and pointing out the necessity of complying with the rules.

12. The Board of Directors may take any available legal action to enforce these rules, including the levy of a fine.

Adopted by the Board of Directors this 13 day of FEB, 2018

President

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right. The word "President" is printed in a small, black, sans-serif font directly beneath the beginning of the signature.