

RULES AND REGULATIONS GOVERNING INSPECTION AND COPYING OF ASSOCIATION RECORDS

A. Records Defined

The "Official Records" available for inspection and copying are those designated by Section 720.303(4), Florida Statutes, as it may be amended from time to time, but only to the extent that they are not protected from disclosure pursuant to applicable law.

B. Records Available

No records other than those defined above shall be available for inspection or copying. Records protected from disclosure under Florida law, including but not limited to attorney-client privileged documents, work product, personnel records, medical records, and certain personal identifying information of members, shall not be subject to inspection.

C. Persons Entitled to Inspect or Copy

Only a parcel owner of record, or their authorized representative designated in writing, shall be permitted to inspect or copy the Association's records.

D. Inspection and Copying

1. **Written Request.** A parcel owner, or authorized representative, desiring to inspect or copy Association records shall submit a written request to the Association at its official mailing address on file with the Florida Division of Corporations as well as to the Property Manager and the President. Email or verbal requests are discouraged; however, any written request reasonably identifying the records to be inspected shall be honored. The request must specify the particular records desired, including pertinent dates or time periods, with sufficient detail to permit retrieval.

2. **Scope of Inspection.** Inspection or copying of records shall be restricted to those records specifically designated in the written request. No inspection or copying of other records shall be permitted.

3. **Frequency of Requests.** An owner may not submit records requests in a frequency that is unreasonable and intended to harass the Association.

4. **Location of Inspection.** Inspections shall be conducted at the office where the Association's records are maintained, at the Association's principal office, within 45 miles of the community or within Palm Beach County, Florida. Records may also be made available electronically.

5. **Timing of Inspection.** The Association will make records available within 10 business days after receipt of a written request, as required by Section 720.303(5)(a). Inspections shall occur during regular business hours, Monday through Friday, excluding legal holidays.

6. **Handling of Records.** Owners may not remove original records from the location of inspection. No marks, alterations, or disassembly of records are permitted. Records must remain in the sequence presented. The Association may designate a representative to monitor all inspections.

7. **Copies.** The right to obtain copies is incidental to inspection. Owners must identify the records to be copied in writing or by physical tab during inspection. One copy per record will be

provided. If records are voluminous, the Association may employ an outside vendor for duplication, with the owner responsible for the cost.

8. Copying Costs. Owners shall pay the reasonable expense of copying. The Association may charge up to twenty-five cents (\$0.25) per page for copies made in-house. For records duplicated by outside vendors, the actual vendor cost shall be charged. Payment in advance may be required.

9. Electronic Records. The Association may comply with its obligation to make records available by providing them electronically, including by email, secure portal, or on-screen review. If an owner certifies in writing that they lack computer access, the Association will provide paper copies at the costs stated above.

E. Manner of Inspection

1. No written request for inspection or copying may be made in order to harass any owner, resident, or Association officer, director, committee member, or employee.

2. Any representative requesting inspection on behalf of an owner must provide written authorization from that owner.

3. All persons inspecting or requesting copies shall conduct themselves in a courteous, businesslike manner and not disrupt the operations of the Association office. Disorderly, abusive, or disruptive behavior may result in termination of the inspection.

F. Enforcement of Rules

1. Violations of these Rules may result in immediate suspension of the inspection until the owner or representative agrees in writing to comply.

2. Requests not complying with these Rules may be denied; the Association may, but is not required to, explain deficiencies.

3. The Association reserves the right to pursue legal remedies available under applicable law, including reliance on statutory defenses against improper requests.

4. Failure of the Association to enforce any Rule shall not constitute a waiver of the right to enforce it thereafter.