



RULES REGARDING INSPECTION AND COPYING OF ASSOCIATION RECORDS

(Board approved on 7/11/2024)

I. RECORDS DEFINED

The official records available for inspection and copying are those designated by the Florida Homeowners' Act, as amended from time to time.

II. PERSONS ENTITLED TO INSPECT OR COPY

A law enforcement agency shall have the right to inspect or copy the official records pursuant to subpoena laws. The Association will make available such records within 5 business days after receipt of the subpoena.

Every owner (hereinafter collectively referred to as "owner"), or a representative designated in writing, shall have the right to inspect or copy the official records pursuant to the following rules.

III. INSPECTION AND COPYING

A. An **owner** desiring to inspect the Association's records shall submit a written request to the Manager, Assistant Manager or Secretary of the Association via certified mail, return receipt requested or an equivalent delivery service such as UPS, FedEx to 2004 Longmeadow, Sarasota FL 34235. If known, the request must specify the particular record subject to inspection, including pertinent dates or time periods, and shall state whether the request is for inspection or a photocopy. The request must be sufficiently detailed to allow the Association to retrieve the records requested.

B. Inspection or copying of records shall be limited to those records requested in advance, in writing.

C. No owner may submit more than one request for inspection or copying of the same records in a sixty-day period.

D. No owner may submit more than three (3) requests per month.

E. All inspection of records shall be conducted at the Association's office or at other location designated by the Association. No owner shall remove original records from the location of inspection. No alteration of the original records shall be allowed.

F. Records shall be made available for inspection by the Association on or before the tenth working day subsequent to receipt by the Association of the written request for inspection. This timeframe may be extended by written request of the owner. In addition, this timeframe shall be extended in the event records are so voluminous or otherwise in such condition as to render this time frame unreasonable. If for any reason the board makes the decision to seek legal counsel, the Association shall extend this timeframe to 60 days. The Association shall notify the owner (by telephone, email, fax, in person, or by letter), that the records are available and the time, date and place for such inspection.

G. Inspections shall be made only during office hours on days the Association office is open, or as otherwise designated by the Manager, Assistant Manager or Secretary. Inspections shall not exceed, in the aggregate, 8 hours per owner per calendar month.

H. If an owner desires to obtain a copy of any record, the owner shall designate in writing which record is desired, or during an inspection the owner may designate such record by use of a tab or clip upon the pages desired. Requests to send records via email are limited and any records sent via email are done solely as a courtesy. Any written request shall designate the specific record or portion thereof. Copies of the record(s) shall be available within ten working days of receipt of the written request. In the event the above referenced time frame is impracticable due to the voluminous nature or condition of the records, then copies will be made available as soon as is practical. As an alternative, the owner may make their own copies during the inspection by use of a smart phone or similar owner device. There shall be no charge for copies made by an owner using such a device.

I. An owner shall pay twenty-five cents (25 cents) per page for regular or legal sized photocopies made by or on behalf of the Association on its copier, payable in cash or by personal check, at the time the copies are delivered. If the Association does not have a photocopier available where the records are kept, or the records requested exceed 25 pages in length, the Association may have copies made by an outside duplicating service, in which event it may charge the actual cost of copying as supported by the vendor invoice. In addition to charging for photocopies, the Association may also charge for costs required for personnel to retrieve and copy the records but only if (1) the owner requested 26 or more pages, (2) it took longer than one-half hour, and (3) the personnel costs do not exceed \$20 per hour. Payment in advance of copying may be required by the Secretary or Manager in their discretion, taking into account such factors as the amount of the copying charge, the payment record of an Owner, and other relevant factors.

IV. MANNER OF INSPECTION

A. No request for inspection or copying shall be made in order to harass any owner, resident or Association agent, officer, director or employee.

B. All persons 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 office where the records are otherwise inspected or copied. The Association office, or office of inspection,

shall assign one staff person to assist in the inspection and all requests for further assistance and copying during inspection shall be directed only to that staff person.

C. The Association shall maintain a checklist detailing:

- The date of receipt of the written request for inspection
- The name of the requesting party
- The requested records
- Any records not made available for inspection
- The date the owner was notified of the availability of the records
- The date the records were made available for inspection or copying
- The date of actual inspection or copying
- The signature of the owner acknowledging receipt or access to the records. Every person inspecting or receiving copies of records shall sign said checklist or a comparable receipt prior to end of inspection or receipt of copies.

V. ENFORCEMENT OF INSPECTION AND COPYING RULES

A. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.

B. Any written requests for inspection or copying not complying with these rules shall not be honored, including but not limited to a request submitted via email. The Association will, if the request is noted and time permits, reply in writing to advise the owner of the nature of the non-compliance and provide a copy of this Rule. Any verbal requests for inspection or copying may be responded to at the time by the Association representative notifying the requesting person of the existence of this Rule and pointing out the necessity of complying herewith.

C. The Board of Directors may take any available legal action to enforce these rules, including the levy of fines.

DISCLAIMER: These official records are private corporate documents that you are given access to, they are not intended to be shared with the public, on any social media platform or on any website other than the official website of the Meadows.

Revised 7/2/2024