

RULES FOR INSPECTION AND COPYING OF RECORDS AND WRITTEN INQUIRIES

I. INSPECTION OF OFFICIAL ASSOCIATION RECORDS

1. RECORDS DEFINED

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

2. PERSONS ENTITLED TO INSPECT OR COPY

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

3. INSPECTION AND COPYING

A. A unit owner desiring to inspect the Association's records shall submit a signed written request, typed or printed in the English language, to the Secretary of the Association. The request must be sufficiently detailed to allow the Association to identify and retrieve the records to be inspected.

B. No unit owner may submit more than two (2) requests for inspection or copying in a thirty-day period.

C. No owner may request the inspection of more than ten (10) types of records at any one time, nor shall the Association be required to produce records for inspection exceeding 100 pages at one time, or for more than two (2) hours per session. If the request exceeds either of these limitations, the Association shall provide records for inspection in the order requested by the owner up to the limiting factor, and the Owner shall be notified that the other records will be made available for inspection at another inspection session upon receipt of another written request of the Owner or by Agreement.

D. For material designated by an owner to be copied at the Association's office, the owner shall pay twenty five cents (.25) per page for regular or legal sized photocopies, payable by check or money order. If the number of pages is unusually large, in the discretion of the manager or other agent of the Association, the Association may send the documents to a copy service, in which case the owner shall pay the charges imposed by the copy service. Payment in advance of copying may be required, taking into account such

factors as the amount of the copying charge, the payment record of an owner, and other relevant factors.

4. MANNER OF INSPECTION

A. No written request for inspection or copying which is intended to harass an Association Officer, Director or agent will be honored.

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 office where the records are inspected or copied.

II. WRITTEN INQUIRIES

1. An owner who wishes to make an inquiry to the Association must do so in writing, signed by the Owner or a duly authorized representative, typed or printed in the English Language, and must send the same via certified mail to the Association's mailing address.

2. The Association shall respond in writing to the owner within thirty (30) days of receipt of the inquiry by either providing a substantive response to the owner, or notifying the owner that a legal opinion has been requested, or notifying the owner that advice has been requested from the Division of Condominiums. If the Board requests advice from the Division, the Board shall, within ten (10) days of its receipt of the advice, provide a substantive response to the owner in writing. If a legal opinion is requested, the Association shall, within sixty (60) days after receipt of the inquiry, provide a substantive response to the owner in writing.

3. The Association shall be obligated to respond to only one written inquiry per unit in any thirty (30) day period. In such a case, any additional inquiry shall be responded to in the subsequent thirty (30) day period.