

Policy for Inspection and Copying of Records

In accordance with Florida Statutes 720.303(5), the association may adopt reasonable written rules governing the frequency, time, location, notice, records to be inspected, and manner of inspections. The Rotonda Meadows/Villas Conservation Association, Inc. has adopted the following:

I. Definitions:

- A. Copy shall mean a copy of a record reproducible in its entirety on one side of a single 8 1/2 x 11 sheet. The association shall not be required to reproduce and make copies available of documents with a sheet size greater than 8 1/2 x 11.
- B. Member is as defined in the general provisions of the Florida Statutes Chapter 720, (Homeowners' Associations) as amended from time to time. For the purpose of record inspection and copying only, the term "member" also includes a member's authorized representative as designated in a writing signed by the member and provided to the secretary in advance of the exercise of any authority thereunder. However, any designation by a member, an authorized representative for record inspection purposes shall only be valid for a period of 90 days, or until the member personally submits any record inspection request, whichever shall first occur.
- C. Official Records are those records designated by the Florida Statutes Chapter 720, as amended from time to time. Under no circumstances does a record include any document not already in existence, nor records whose retention period has expired as provided for by law whether or not said records are still in existence.
- D. Time Periods. When computing time periods herein, the day of the event from which the designated period of time begins to run shall not be included, nor shall any intervening Saturday, Sunday, legal or public holiday. The last day of the period so computed will be included unless it is a Saturday, Sunday, legal or public holiday, in which event the period shall run until the end of the next day that is neither a Saturday, Sunday, legal or public holiday. Legal and public holidays as used herein shall be deemed to be those holidays specified in Chapter 683, Florida Statutes as amended from time to time.
- E. Working Day shall be deemed to mean Monday, Tuesday, Wednesday, Thursday, or Friday that is not a legal holiday as defined above, between the hours of 9:00 a.m. and 4:00 p.m., local time.

II. Inspection and Copying:

- A. A member desiring to inspect the records of this association shall submit, on a working day, a written request to the Board of Directors. The request shall describe each record desired in sufficient specificity to identify it and must specify pertinent dates or time periods. The request must be legible, and must describe records by type such as listed in section 720.303(4), Florida Statutes, and not by transaction such as "all records relating to grounds care".
- B. Within ten (10) working days subsequent to receipt of the written request, the association shall respond to the member in writing designating the date, time, and place that the inspection shall occur, and that the inspection shall be limited to the records as detailed in the written request. In the event the Board asserts an exemption to disclosure, the member or authorized representative requesting the record shall be advised in writing of the specific grounds for exemption.

ROTONDA MEADOWS/VILLAS CONSERVATION ASSOCIATION, INC.

**P.O. Box 299
Placida, Florida 33946
(941) 697-9722**

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- C. No more than one (1) written request to inspect the records shall be permitted from a single member and/or his or her authorized representative, or a single authorized representative irrespective of the number of members said individual represents, within a thirty (30) day period. Requests exceeding these limits will be denied in their entirety.
- D. Once the record has been inspected by the member or by an authorized representative, or a copy obtained by the member or authorized representative, if the record has not changed, it is not subject to further requests for inspection and/or copying by that member or authorized representative for a period of six months. Any record inspection scheduled as the result of the receipt of a request shall be deemed to be an inspection of all records listed in said request that were not previously indicated as exempt or unavailable.
- E. The record inspection shall occur at the time, date, and place designated by the association in its response to the member or authorized representative and will be under the supervision of an employee of the Management Company or a person or persons designated by the association to monitor and assist in the record inspection. Record inspection sessions extending beyond one half hour shall incur a personnel charge of \$20 per hour. Session time shall be calculated by rounding to the nearest hour and payment must be received in advance of the start of the next hour. Said payment shall be cash, business or personal check and failure to pay shall cause the immediate suspension of the inspection or copying. The Association may institute any supervision or reasonable security measures with regard to the record inspection.
- F. During the record inspection, no mark whatsoever shall be made on any record, nor shall any pages affixed together by staple, paperclip or other means be disassembled, nor shall the records being inspected be altered from the sequence in which they were presented for the inspection. Further, no record shall be removed from the location of the inspection for any reason whatsoever.
- G. The association is not required to make and/or mail, email or deliver record copies to the member or an authorized representative upon demand; but rather the member or authorized representative can obtain record copies or request same, as detailed herein, during the inspection.
- H. A member shall pay to the association, in advance, the sum of 25 cents per page for copies of records, said payment to be cash, business or personal check. The association shall, at its option prepare record copies on single sided sheets. The association shall not be required to copy two separate documents on a single page for the purposes of minimizing the per page copy cost.
- I. All persons inspecting or requesting copies of records shall conduct themselves in a business-like manner and shall not interfere with the operation of the association office or place where the records are otherwise inspected or copied.
- J. 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.
- K. Any written requests for inspection or copying not complying with these rules will be denied. The association shall indicate in writing the nature of the noncompliance and transmit same to the requesting party within ten (10) working days subsequent to receipt of the written request.
- L. Verbal requests for inspection or copying will neither be honored nor acknowledged.
- M. The association reserves the right to amend these rules from time to time as deemed necessary.

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REQUEST TO INSPECT ASSOCIATION RECORDS

Today's Date: _____, 20_____.

TO THE BOARD OF DIRECTORS OR ITS DESIGNEE OF

_____ (association name)

I request to inspect and/or copy the following official records of the association:

List of each document to be inspected and/or copied	Was the document provided?	Comments
	YES / NO	
	YES / NO	
	YES / NO	
	YES / NO	
	YES / NO	
	YES / NO	
	YES / NO	
	YES / NO	
	YES / NO	

Name: _____

Address/Lot Number: _____

Telephone Number: _____

This request to access records of the association and records checklist is designed to facilitate the inspection process. Use of this form is recommended, but not required.

DIRECTIONS TO OWNER: In the space provided, enter the date, name of the association, and specifically identify and list the documents to be inspected and/or copied. In order to alleviate potential problems and to expedite the process, it is recommended that you narrow your request as much as possible for each issue targeted. Print your name, address or lot number, and telephone number at the bottom of the page. Send the original to the board or its designee and keep a copy for your use. Delivery of the request to the board or its designee should be made either by witnessed hand delivery or certified mail, return receipt requested unless the association has adopted specific rules regarding requesting access to records in which case you should follow those rules. Once the association has received the request, it may help to facilitate the records access request by contacting the association to set up the appointment. At the inspection, first inventory the documents provided against this list of requested records. If the document requested is provided circle yes, if not, circle no. Then proceed with your records inspection appointment.