

ISLAND INN CONDOMINIUM ASSOCIATION, INC.

INSPECTION AND COPYING OF ASSOCIATION RECORDS POLICY

Approved January 31, 2018

I. RECORDS DEFINED

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

II. 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.

III. INSPECTION AND COPYING

- A. A unit owner desiring to inspect the Association's records shall submit a written request to the Secretary or Manager of the Association by hand delivery or certified mail, and no requests by email are permitted. The request must specify the particular record(s) requested for the inspection, including pertinent dates or time periods, and shall state whether the request is for inspection or simply a request for photocopying. 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 specifically requested in advance, in writing.
- C. No unit owner may submit more than one request for inspection or copying of the same record in a thirty-day period.
- D. No owner may submit more than two requests per month and the inspection of records shall not exceed eight hours in duration per month.
- E. All inspection of records shall be conducted at the Association's office or at such other location designated by the Association. No unit owner shall remove original records from the location of inspection. No alteration of the original records shall be allowed. The association may offer the option of making the records of the association available to a unit owner either electronically via the Internet or by allowing the records to be viewed in electronic format on a computer screen and printed upon request.
- F. Records shall be made available for inspection by the Association on or before the fifth 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 unit owner. 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 unit owner, by telephone, in person, or in writing, that the records are available and the time, date and place for such inspection.

- G. Inspections shall be made only by appointment, between the hours of 9 a.m. to 6 p.m. on days the Association office is open or as otherwise designated by the Board or Manager.
- H. If a unit owner desires to obtain a copy of any record, the unit 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. Any written request shall designate the specific record or portion thereof. Copies of the record(s) shall be available within five working days of receipt of the 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.
- I. A unit owner shall pay twenty-five cents per page for regular or legal sized photocopies or computer printouts, and five dollars for each CD/DVD, payable in cash or by personal check, at the time the copies (or electronic files) are delivered; provided however, 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 inspection or copying of records shall be conducted in a manner to harass any unit 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 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;

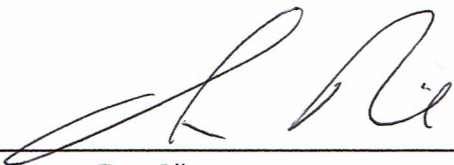
- vii. The signature of the unit owner acknowledging receipt or access to the records. Every person inspecting or receiving copies of records shall sign said log or a comparable receipt prior to inspection or receipt of copies.

V. ENFORCEMENT OF INSPECTION AND COPYING RULES

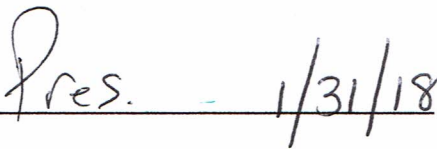
- A. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.
- B. Any written requests for inspection or copying not complying with these rules shall not be honored. The Association shall indicate 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 unit owner. Any nonconforming requests for inspection or copying may be responded to by the Association representative notifying the requesting person of the existence of these rules 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 a fine.

ADOPTED by the Board of Directors on

ISLAND INN CONDOMINIUM ASSOCIATION, INC.



Signature – Tom Riley



Title