

3/20/2008

# Lakes of the Woods of Jacaranda, HOA, Inc.

*Inspection and Copying of Association Records*

---

# Lake of the Woods of Jacaranda, HOA, Inc.

## *Inspection and Copying of Association Records*

1. The official records available for inspection and copying are those designated by the Florida Statutes for Homeowners' Association, as amended from time to time. These rules and regulations apply to **Lake of the Woods of Jacaranda Homeowner Association, Inc.** and **The Lakes of Jacaranda Homeowner Association, Inc.**
2. Every lot owner, or a representative designated in writing, shall have the right to inspect or copy the official records pursuant to the following rules:
  - A. A lot owner desiring to inspect the Association's records shall submit a written request via mail, facsimile, or hand delivery to the Property Manager or Secretary of the Association. No email requests are permitted. 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 record or records requested.
  - B. Inspection or copying of records shall be limited to only those records requested in advance, in writing unless the documents produced contain additional information in which case those documents may be copied, as well.
  - C. No lot 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 two (2) requests per month.
  - E. All inspection of records shall be conducted at the Association Office or at such other location designated by the Association. No lot 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 business day subsequent to receipt by the Association of the written request for inspection. This time frame may be extended by written request of the lot owner. The Association shall notify the lot owner by telephone, fax, in person or by mail that the records are available and the time, date and place of such inspection.
  - G. Inspection shall be made only during normal office hours the Association office is open or as otherwise designated by the Property Manager or Association Secretary.

- 
- The hours would normally be from 8 a.m. to Noon and 1 p.m. to 5 p.m. Inspection shall not exceed, in the aggregate, eight (8) hours per lot owner per calendar month.
- H. If an owner desires to obtain a copy of any record, the lot owner shall designate in writing which specific 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 (5) business 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 lot owner shall pay twenty-five cents (25 cents) per page for regular or legal sized photocopies, payable in cash or by personal check, at time the copies are delivered; provided however, payment in advance of copying may be required by the Association Secretary or Property Manager at their discretion, taking into account such factors as the amount of the copying charge, the payment record of the owner, and other relevant factors. If the Association does not have a photocopy machine available where the records are kept, or if the records requested to be copied exceed twenty-five (25) pages in length, the Association may have copies made by an outside vendor and may charge for the actual cost of copying.
  - J. For Architectural Review Committee records located at the clubhouse, should the Association have a photocopy machine available, it may provide lot owners with copies upon receipt of the written request during the inspection if the entire request is limited to no more than twenty-five (25) pages in aggregate at no cost to the lot owner.
  - K. When original election ballots, contracts or other official records are produced for inspection, a representative of the Association shall be present to ensure that no tampering with said documents occurs.
  - L. The Association may produce for review all official records in response to a request, or may produce just those records requested, at the discretion of the Board or its designated agent.
3. No request for inspection or copying shall be made in order to harass any lot owner, resident or Association agent, officer, director or employee. All persons inspecting or requesting copies or 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 Secretary or Property Manager shall assign one staff person to observe and assist in the inspection. All requests for further assistance shall be directed only to that staff person.
  4. The Association shall maintain a log detailing:
    - a. The date of receipt of the written request for inspection;
    - b. The name of the requesting party
    - c. The requested records;
    - d. The date the owner was notified of the availability of the records
    - e. The date the records were made available for inspection or copying;
    - f. The date of actual inspection and/or copying;

- 
- g. The signature of the lot owner acknowledging receipt or access to the records (While the intent of this provision is to confirm compliance by the Association to a records request, this is voluntary in nature and shall not be a requirement to review and copy the records.
    - h. The Association may withhold delivery of the copied records until payment for the copying of same has been made by the requesting party.
  5. Any violation of these rules shall cause the immediate suspension of the right of inspection or copying until such time as the violator agrees in writing to comply. 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 lot owner. Any verbal requests for inspection or copying may be responded to at the time by the Association representative notifying the requesting party of the existence of these rules and pointing out the necessity of complying herewith.
  6. The Board of Directors may take any available legal action to enforce these rules and regulations.

Adopted April 1, 2008