

Document Inspection

It is the Policy and Intent of the HOA, consistent with applicable Florida Law, to enable Members to inspect official retained documents that are relied upon by the HOA in the conduct of its business.

PROCEDURE

1. A signed request from a member to inspect specific documents shall be made in writing to Management.
2. Management will respond within ten working days to arrange time and place for the availability and inspection of the appropriate documents, which shall be done during normal working hours.
3. Each resident may request up to one eight-hour business day per month to inspect Association records.
4. HOA representatives for the review of the records shall be determined by Management and may consist of HOA management, District employees, security personnel, HOA Board members or other designated HOA members. The number of representatives needed to manage the review and maintain the integrity of the HOA records is to be determined by HOA management and the HOA President.
5. All documents being reviewed are to be handled only by the assigned representatives unless permission to handle the documents is granted by management.
6. All copies are to be made by a representative of HOA management at a cost of \$.50 per page or at the actual cost for printing.
7. Video cameras may be used to record document inspection.

Adopted at the January 9, 2008 HOA Board Meeting as Document 2008-03