

**RESOLUTION BY THE BOARD OF DIRECTORS
OF
HERITAGE RIDGE NORTH PROPERTY OWNERS ASSOCIATION, INC.**

WHEREAS, the Board of Directors met on the ____ day of _____, 2024 at a duly convened Board Meeting to discuss rules governing requests for the inspection and copying of official records; and

WHEREAS, Fla. Stat. 720.303(5)(c), provides that an Association may adopt reasonable rules regarding the frequency, time, location, notice and manner of inspections and copying of official records by members.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors as to the adopted of the following Rule concerning official records requests:

1. A member desiring to inspect the records of the Association must submit a written request via certified mail 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 in writing and legible. Oral requests, hand delivered requests, or requests sent by electronic transmission will not be honored or accepted.

2. No more than two (2) written requests to inspect records shall be permitted from a member per month. A member's right to inspect records is limited to one eight (8)-hour business day per month.

3. Within ten (10) business days after receipt of a written request, copies of the requested records will be provided to the member or the member will be notified of the date, time and place of the record inspection.

4. Record inspections will be under the supervision of a person or persons designated by the Association to monitor and assist in the record inspection. The Association may institute any supervision or reasonable security measures with regard to the record inspection.

5. Personnel cost in the amount of twenty dollars (\$20.00) per hour shall be charged if the time spent retrieving and copying the records exceeds one-half hour and results in the copying of more than twenty-five (25) pages.

6. During the records 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 records shall be removed from the location of the inspection for any reason whatsoever.

7. On the day of the inspection of records, a member may request the Association to copy any document by placing a paperclip, post-it, memo sheet, or other similar marking device on the document or documents of which copies are desired and by advising the supervising person of the number and location of said marking devices.

8. If during the inspection of the records, the member has determined the need or desire for a copy of said record, the Association shall make or obtain those copies and provide same to the member at the time of inspection if the Association has an available photocopy machine and if

the request is limited to no more than twenty-five (25) pages. If the request is for more than twenty-five (25) pages or if the Association does not have an available photocopy machine, the copies will be provided within ten (10) business days from the date of the record inspection and subject to the Association receiving prior payment therefore.

9. A member must pay to the Association, in advance, a sum of \$0.25 per page for copies of records made on the Association representatives' copier, said payment to be in cash, business or personal check, whichever the Association specifies. If the Association does not have a copier, or the request exceeds twenty-five (25) pages, the Association may have copies made by an outside vendor and may charge the actual cost of copying, including any reasonable costs involving personnel fees and charges at an hourly rate for a vendor's time to cover administrative costs of the vendor. The Association may require a member to provide a deposit for the expenses to be incurred by the third-party vendor making the copies.

10. 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 or place where the records are otherwise inspected or copied.

11. 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.

12. 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 non-compliance and transmit same to the requesting party within ten (10) business days subsequent to receipt of the written request.

ADOPTED by the Board of Directors at a duly convened meeting on this ___ day of 2024.

HERITAGE RIDGE NORTH PROPERTY OWNERS ASSOCIATION, INC.

Witness

By: _____
Its President

Witness

Attest: _____
Its Secretary