



THE MEADOWS AT WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

OFFICIAL RECORDS INSPECTION AND COPYING REQUEST POLICY

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June 2025

Effective: June 26, 2025

(Adopted: June 26, 2025)

THE MEADOWS OF WORLD GOLF VILLAGE - HOA

THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.

Official Records Inspection and Copying Request Policy

Dated: June 26, 2025

1. PURPOSE AND SCOPE

1.1 Purpose This policy establishes a standardized process by which a parcel owner may request to inspect or copy the official records of the HOA, consistent with Florida Statutes §720.303(5).

1.2 Scope This policy applies to all written requests for inspection and copying of official records submitted by parcel owners or their authorized representatives, as well as requests from prospective purchasers, lienholders, and law enforcement agencies.

1.3 Definitions

- **Official Records:** As referenced in Florida Statute §720.303(4)
- **Business Days:** Monday through Friday, excluding federal holidays and days when the association's office is closed

1.4 Eligibility Only titled parcel owners or their designated representatives (with proper written authorization) may submit a request under this policy. Requests from prospective purchasers and lienholders are governed by Section 6 of this policy.

2. PARCEL OWNER REQUEST SUBMISSION

2.1 Request Submission Requirements A request must:

1. Be in writing, signed and dated by the requesting owner;
2. Clearly identify the specific records requested with sufficient detail to locate them;
3. State whether the owner seeks inspection only or inspection and copying;
4. Include the owner's current contact information (phone/email);
5. If a representative is acting on behalf of the owner, include:
 - A notarized written authorization signed by the owner, and
 - A legible copy of the representative's government-issued photo ID.

2.2 Optional Inclusions A request may include:

- Preferred dates and times for inspection (within 10 business days);
- Whether the owner seeks digital copies or physical photocopies.

2.3 Submission Procedure

2.3.1. Requests must be submitted by:

- (a) Hand delivery to **[register office address]**
- (b) Certified mail, return receipt requested to **[register office address]**
- (c) Email to **[designated email address]**

2.3.2. The association will respond and make records available within 10 business days of receipt.

2.3.3. Records will be made available within 45 miles of the community or within the same county.

2.3.4. Inspections will be supervised and conducted during normal business hours.

2.3.5. A parcel owner is entitled to inspect records for up to eight (8) hours per month during business hours, which may be taken consecutively in one day or spread across multiple days within the month. This entitlement applies to each individual parcel owner separately.

2.3.6. Copying fees and personnel costs will apply per Florida Statute 720.303(5)(g). Personnel costs apply only to time spent retrieving and copying records (not supervision), and only if such time exceeds thirty (30) minutes. No fees apply when owners use portable devices for copying.

2.4 Frequency Limitation Parcel owners may submit only one official records inspection request per calendar month, as permitted by Florida Statute 720.303(5)(g).

3. IDENTIFICATION AT INSPECTION A government-issued photo ID is required at the time of inspection. Representatives must also bring the owner's written authorization and their own ID.

4. LIMITATIONS Records exempt under Florida law, or that are privileged (e.g., legal or personnel files), will not be made available for inspection or copying.

5. FEE SCHEDULE

- 5.1. Personnel costs: \$20.00 per hour for time spent retrieving and copying records exceeding thirty (30) minutes total.
- 5.2. Copying costs: \$0.25 per page for copies made on association equipment.
- 5.3. No personnel costs for supervision during inspection.
- 5.4. No personnel costs apply for the first 30 minutes of retrieval and copying time.
- 5.5. No fees when owners use portable devices (phones, tablets, scanners).
- 5.6. Requests for 25 pages or fewer incur no personnel costs regardless of time spent.

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6. PROSPECTIVE PURCHASER/LIENHOLDER REQUESTS [FL s. 720.303(5)(h)]

6.1 Scope Requests from or on behalf of prospective purchasers or lienholders are governed by Florida Statute 720.303(5)(h) and are subject to different procedures and limitations than parcel owner requests.

6.2 Submission Requirements Such requests must:

1. Be submitted in writing, dated and signed
2. Be delivered to the association's registered office by hand delivery, mail, or as an attachment to email
3. Clearly identify the specific parcel by address and legal description
4. Specify which records are being requested
5. Include contact information for the requestor

6.3 Form Limitation The HOA Official Records Request Form attached to this policy is designed for current parcel owners only. Prospective purchaser/lienholder requests should be submitted as written letters per the requirements in Section 6.2.

6.4 Information Limitations The association is only required to provide information or documents specifically required by Chapter 720, Florida Statutes, to be made available or disclosed. The association may decline to provide other information.

6.5 Fees The association may charge a reasonable fee not exceeding \$150 plus reasonable photocopying costs and any attorney fees incurred in connection with the response.

7. LAW ENFORCEMENT SUBPOENAS [FL s. 720.303(5)(i)]

7.1 Compliance Timeline When the association receives a subpoena for records from a law enforcement agency, the association must provide copies or make records available for inspection within 5 business days of receipt, unless otherwise specified by the law enforcement agency or subpoena.

7.2 Cooperation The association must assist law enforcement agencies in their investigations to the extent permissible by law.

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HOA Official Records (Inspect and Copy) Request Form

NOTICE: This request is submitted pursuant to Florida Statute 720.303(5). The association must make records available within 10 business days of receipt.
Note: Owners are entitled to up to 8 hours of inspection time per month. Only one request per month is permitted.

PLEASE PRINT

Requestor Name: _____

Owner Name(s): _____

Property Address: _____

Email: _____

Phone: _____

Date of Request: _____

I request to (check one):

☐ Inspect records only

☐ Inspect and receive copies

Preferred method for association response:

☐ Email ☐ Phone ☐ Mail

☐ I will bring my own portable device (no copying fees)

Requested Record(s) - Please be as specific as possible:

(Example: "Board meeting minutes from January 2024" or "2023 Annual Budget")

Preferred Inspection Day(s) & Time(s): _____

Will you be accompanied by anyone?

☐ No

☐ Yes – Name(s): _____

Are you authorizing a representative to inspect on your behalf?

☐ No

☐ Yes – Name: _____

(Must attach written authorization + copy of their ID)

I acknowledge that I have received and understand the association's Official
Records policy regarding fees, scheduling, and procedures.

☐ Yes, I acknowledge

Signature of Owner: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____ | Inspection Scheduled: _____

Method of Delivery: ☐ Hand ☐ Email ☐ Mail