

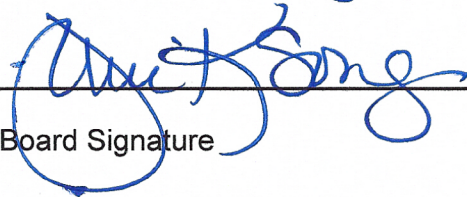
Official Records Access Policy

Sunset Lakes Homeowners Association, Inc.

The official records of the Association shall be maintained and shall be available for review as follows:

1. All Official records, as defined by Florida State Statute 720 will be maintained at the offices of Leland Management located at 1221 Admiralty Blvd. Rockledge FL 32955
2. Any resident or authorized agent desiring to review any portion of the records may do so upon written request, to the Association's Manager at the address listed above.
3. Records will be available for viewing by appointment during the hours of 9:00 am – 12:00 PM, 1:00 PM – 5:00 pm Monday through Thursday, excluding holidays and special events.
4. No records may be removed from the viewing location. Administrative personnel will be present at all times during the inspection.
5. Copies of records are available at a cost of 25 cents per copied page.
6. The owner shall be charged at an hourly rate in compliance with this policy and Florida Statutes. As of the adoption of this policy the rate is \$20 per hour.
7. All charges will be due and payable at the time of the appointment.
8. Requests to view records may be limited to a maximum of 8 hours per calendar month.

Approved by Board May 20, 2024


Board Signature

5.20.24
Date

This policy is subject to the provisions outlined in Florida Statute 720 and any amendments thereto.