

SPRING VALLEY HOMEOWNERS ASSOCIATION, INC.

RESOLUTION ESTABLISHING PROCEDURES FOR RECORDS REQUESTS

WHEREAS, Chapter 720 of the Florida Statutes, permits the Association to adopt reasonable rules and regulations regarding inspection and copying of Association records; and

WHEREAS, the Association seeks to adopt such procedures;

NOW, THEREFORE, be it resolved by the Board of Directors as follows:

I. RECORDS DEFINED

The official records available for inspection and copying are those designated by the Florida Homeowner Association Act [720], as amended from time to time.

II PERSONS ENTITLED TO INSPECT OR COPY

Every owner or the owner's authorized representative, as designated in writing, (hereinafter collectively referred to as "owner") shall have the right to inspect or copy the official records pursuant to the following rules. If a lot is owned by multiple parties, the term "owner" shall refer collectively to said owners such that the rights and limitations inuring to benefit the owner shall only apply in a singular (meaning, the limitations set forth herein shall apply to the unit as a whole and not to each individual owner).

III INSPECTION AND COPYING

- A. A owner desiring to inspect the Association's records shall submit a written request to the Manager of the Association, by hand-delivery or certified mail. Requests are to be made by hand delivery or certified mail ONLY. Requests by email or any other method of communication will not be accepted.
- B. The written request must specify the particular record(s) requested for the inspection, including pertinent dates or time periods, and shall state whether the request is for inspection or simply a request for photocopying. The request must be sufficiently detailed to allow the Association to retrieve the records requested. Inspection or copying of records shall be limited to those records specifically requested in writing.
- C. No owner may submit more than one request for inspection or copying of the same record in a thirty (30) day period.

- D. Inspection of records shall not exceed eight hours in duration per thirty (30) day period.
- E. No alteration of the original records shall be allowed.
- F. Association shall notify the unit owner, by telephone, in person, or in writing, that the records are available and the time, date and place for such inspection.
- G. If a owner desires to obtain a copy of any record, the unit owner shall designate in writing which 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) working 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.
- H. Owners shall pay the reasonable expense of photocopies, payable in cash or by personal check, at the time the copies are delivered; provided however, payment in advance of copying may be required by the Secretary or Manager in their discretion, taking into account such factors as the amount of the copying charge, the payment record of an Owner, and other relevant factors. The Association shall also allow a unit owner, or his or her authorized representative, to use a portable device capable of scanning or taking photographs, to make an electronic copy of the official records in lieu of the Association providing copies of such records. The association shall not charge a unit owner or his or her authorized representative for the use of such a portable device.

IV. MANNER OF INSPECTION

- A. No inspection or copying of records shall be conducted in a manner to harass any owner, resident or Association agent, officer, director or employee.

All persons inspecting or requesting copies of 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 office, or

V. ENFORCEMENT OF INSPECTION AND COPYING RULES

- A. 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.
- B. The Board of Directors may take any available legal action to enforce these rules, including the levy of a fine.

VI. Consistent with the purpose outlined in this Resolution, the Association shall, as soon as reasonably possible, provide a copy of this Resolution to the membership, advising of the Board's rule with regard to the subject matter, so all persons shall be placed on notice of the position of the Board of Directors with regard to same.

IN WITNWTEREOF, the Board of Directors has adopted this Resolution on this
18 day of November 2020.

SPRING VALLEY HOMEOWNERS
ASSOCIATION, INC.

By: Ken Turner SR

Joyce Chapman, Secretary