

Homeowners Association of Sisson Meadows, Inc.

Official Records Access Policy

Chapter 720 of the Florida Statutes allows every Member or Member's authorized representative, as designated in writing, to inspect certain official records and obtain copies, excluding those records that are exempt from production by law. Pursuant to Florida Statutes 720.303(5), the Association may adopt reasonable written rules governing the frequency, time, location, notice, records to be inspected, and manner of inspections and copying. The Association hereby adopts the following Official Records Access Policy (the "Policy"):

1. All official records, as defined by Florida Statutes 720.303(4), will be maintained at the offices of Sentry Management located at 597 Haverty Ct, Ste. 110, Rockledge, FL 32955.
2. Any Member or Member's authorized agent desiring to review any portion of the records shall send a written request by certified mail, return receipt requested to Sentry Management, the Community Association's Manager, at the address listed above.
3. Within 10 business days after receipt by Sentry Management of the written request, an appointment shall be set by Sentry Management for reviewing the records during the hours of 9:00 am – 5:00 pm Monday through Friday, 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 Member 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 to the Association at the time of the appointment.
8. Requests to view records by a Member or Member's authorized agent may be limited to a maximum of 8 hours per calendar month.
9. The following records are not accessible to Members or parcel owners pursuant to Chapter 720 of the Florida Statutes:
 - i) Any record protected by the lawyer-client privilege as described in s. 90.502 and any record protected by the work-product privilege, including, but not limited to, a record prepared by an association attorney or prepared at the attorney's express direction which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the association and which was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings or which was prepared in anticipation of such litigation or proceedings until the conclusion of the litigation or proceedings.
 - ii) Information obtained by an association in connection with the approval of the lease, sale, or other transfer of a parcel.
 - iii) Personnel records of association or management company employees, including, but not limited to, disciplinary, payroll, health, and insurance records. For purposes of this subparagraph, the term "personnel records" does not include written employment agreements with an association or management company employee or budgetary or financial records that indicate the compensation paid to an association or management company employee.
 - iv) Medical records of parcel owners or community residents.

This Policy is subject to the provisions outlined in Chapter 720 of the Florida Statutes and any amendments thereto

- v) Social security numbers, driver license numbers, credit card numbers, electronic mailing addresses, telephone numbers, facsimile numbers, emergency contact information, any addresses for a parcel owner other than as provided for association notice requirements, and other personal identifying information of any person, excluding the person's name, parcel designation, mailing address, and property address. Notwithstanding the restrictions in this subparagraph, an association may print and distribute to parcel owners a directory containing the name, parcel address, and all telephone numbers of each parcel owner. However, an owner may exclude his or her telephone numbers from the directory by so requesting in writing to the association. An owner may consent in writing to the disclosure of other contact information described in this subparagraph. The association is not liable for the disclosure of information that is protected under this subparagraph if the information is included in an official record of the association and is voluntarily provided by an owner and not requested by the association.
- vi) Any electronic security measure that is used by the association to safeguard data, including passwords.
- vii) The software and operating system used by the association which allows the manipulation of data, even if the owner owns a copy of the same software used by the association. The data is part of the official records of the association.
- viii) Personnel records of association or management company employees, including, but not limited to, disciplinary, payroll, health, and insurance records. For purposes of this subparagraph, the term "personnel records" does not include written employment agreements with an association or management company employee or budgetary or financial records that indicate the compensation paid to an association or management company employee.
- ix) Medical records of parcel owners or community residents.

The Association reserves the right to amend this Policy from time to time as deemed necessary.

Approved by Board 20th day of November, 2018.

Mary L. Echevarria
Signed

President
Title

Mary L. Echevarria
Printed Name