

# HOW TO SUBMIT YOUR REQUEST TO REVIEW ASSOCIATION RECORDS

**Please note that the format below is directly from Florida Statute. The law requires that records requests be sent in this manner.**

1. Complete the Official Records Request Form on the following page.
  - a. Make certain that your requests are specific in nature
    - i. Correct request: Please provide meeting minutes from January 2019
    - ii. Incorrect request: Please provide meeting minutes
  - b. Request only those documents that are available as provided for in FL Statute §720.303 (5)(a)
2. Once your request form is complete, send your form to:

**Leland Management  
6972 Lake Gloria Blvd.  
Orlando, FL 32809  
Attn: Records Requests**

## **WE HIGHLY RECOMMEND THAT YOU SEND THE REQUEST VIA CERTIFIED MAIL**

3. Once your request is received by Leland Management, a representative will contact you and arrange to schedule your visit or alternative methods of providing the requested information to you. One request per 30 days.
4. The Association (through Leland Management) has ten working days to respond to your records request. Please note that the ten-day period begins on the date that Leland Management receives your request, not the date that it was mailed.

Should you have any questions regarding your records request, you may reach out to Leland Management Community Manager at 407-781-1405 during normal business hours (Mon – Fri 9:00 am – 5:00 pm).

# OFFICIAL RECORDS REQUEST FORM

**TO: Board of Directors of Cambridge Association, Inc.**

As a parcel owner and member of the Homeowners Association and pursuant to §720.303 (5)(a), *Florida Statutes*, the undersigned hereby requests to inspect and copy the following official records of the Association.

- 1 . \_\_\_\_\_
- 2 . \_\_\_\_\_
- 3 . \_\_\_\_\_
- 4 . \_\_\_\_\_
- 5 . \_\_\_\_\_
- 6 . \_\_\_\_\_
- 7 . \_\_\_\_\_
- 8 . \_\_\_\_\_
- 9 . \_\_\_\_\_
- 0 . \_\_\_\_\_

**This written request is made pursuant to §720.303 (5)(a), *Florida Statutes*, (sending your request by US Certified Mail is recommended). Florida law requires that “The official records shall be maintained within the state and must be open to inspection and available for photocopying by members or their authorized agents at reasonable times and places within 10 business days after receipt of a written request for access.” Further, “The failure of an association to provide the records within 10 working days after receipt of a written request shall create a rebuttable presumption that the association willfully failed to comply.”**

Please provide the undersigned with an appointment to review the records requested above. I will call you for the appointment time in the next 10 days. Thank you.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_