BOARD RESOLUTION
OF
BOCA BRIDGES HOMEOWNERS ASSOCIATION, INC.

WHEREAS, Section 720.303(5)(c), Fla. Stat., provides that the Board of Directors of the Association may adopt reasonable rules governing the frequency, time, location, notice, records to be inspected and manner of inspections;

NOW, THEREFORE, be it resolved as follows:

That the rules and regulations and policies and procedures of the Association shall be amended by the creation of the following Rules and Regulations Governing Inspection of Official Records as follows:

(1) **Record Owner Access to Official Records**. As provided in section 720.303(5)(c), Florida Statutes, an Association is authorized to adopt reasonable rules and regulations regarding the frequency, time, location, notice and manner of Owner inspections of official records. The intent of this rule is to provide a reasonable framework for inspections which balances the right of the Owner to obtain access to the official records with the duty of the Association to maintain its ordinary operations and to operate the Association on a day-to-day basis.

(a) **Eligibility to Submit Written Requests and Inspect Official Records**. Only the Owner holding title to a Lot or a representative of the Owner designated in writing may submit a request for access to the official records. In either instance, the Owner must sign the request for access to records. Only such Owner or the duly authorized representative of the Owner has the right to attend the records inspection; they both cannot attend the inspection. An attorney licensed by the Florida Bar who represents a Owner requesting access may attend the inspection in lieu of the Owner.

(b) **Written Request for Official Records**. An Owner may only submit up to two (2) written requests for access to official records for every thirty (30) day period. Each written request shall be limited to access to no more than five (5) Records Open for Inspection, as defined in subsection (c) below. In the event that an emergency or a compelling circumstance (as determined to exist by the Board), a third inspection may be allowed within a 30-day period. In such a case, it is the duty of the Owner requesting the third written request to show the existence of a bona fide emergency or compelling circumstance. Once a written request to inspect records has been received from an Owner and received by the Association, any additional requests to inspect documents shall be scheduled in accordance with the time schedules provided in this rule. All written requests shall be submitted by mail, regular or certified, directed to either the Manager or to the President of the Association at the following address:

Boca Bridges Homeowners Association, Inc.
Property Manager
9500 Sauvignon Parkway,
Boca Raton, Fl 33496

i. No verbal requests shall be addressed. No requests by email, shall be addressed. Any requests not submitted by certified or regular mail shall not be addressed.

ii. The request shall be in a separate document apart from any other document submitted to the Association, for example, a written request to access official records shall not incorporate a written inquiry or a question directed to the Association.

iii. The written request shall identify all records requested to be inspected with reasonable certainty in order to permit the Association to identify the relevant records, and all requests shall identify the time period to which each record pertains, as applicable.

iv. Requests by different Owners to inspect the same documents will be handled in the order of receipt of such requests, and in section will be scheduled consistent with the order of receipt and depending on the availability of the documents.

(c) **Records Open for Inspection**. Following are the types of documents and files that Owners submitting a written request for official records may inspect:

i. The official records open for inspection and copying are those official records provided by section 720.303(4), Florida Statutes, as that statute may be amended from time to time. No Owner shall request access to any records which are privileged or otherwise exempt from disclosure under section 720.303(5), Florida Statutes.

ii. Only those records required to be maintained by the Association and actually maintained by the Association shall be open to inspection.

iii. Where section 720.303, Florida Statutes, prescribes a period of time that a particular official record must be maintained by the Association, only those records relating to that period of time will be provided for inspection.

(d) **Procedures for Inspection**. Upon receipt of the written request and within the time periods permitted by law, the Association shall respond to the Owner in writing, designating the date, time, and place that the inspection shall occur, and that the inspection shall be limited to the records as detailed in the written request. When a request to inspect documents is received from an Owner and after an appointment to inspect the documents requested is set by the Board and the set inspection information is communicated to the party requesting the inspection, confirmation by the requesting party that he/she will attend

the set inspection shall be required at least 24 hours prior to the set inspection time. Confirmation must be communicated to the board president, or the property manager. Failure to confirm the set inspection will result in the cancellation of the inspection and it shall be the responsibility of the requesting Owner to coordinate an additional inspection date.

i. The record inspection shall occur at the time, date and place designated by the Association in its response to the Owner and will be under the supervision of a person or persons designated by the Association to monitor and assist in the record inspection. Unless otherwise agreed to by the Association and the requesting Owner and as needed to schedule and conduct an inspection, inspections shall generally only occur at the designated location for inspection during the hours of 9:00 a.m. and 1:00 p.m. on Mondays through Thursdays. Records inspections shall not occur on a weekend or legal holiday. The record inspection session shall not extend beyond four (4) hours per inspection session. If an additional session is necessary it shall not extend beyond a total of eight (8) hours total for all sessions per 30-day period.

ii. During the record inspection, no marks whatsoever shall be made on any record, nor shall any pages affixed together by staple, paperclip, or other means be disassembled, nor shall the records being inspected be altered from the sequence in which they are presented for the inspection. Further, no record inspection shall occur under circumstances which cause the record to leave the control of the Association, nor shall any record be removed from the location of the inspection for any reason whatsoever.

iii. All persons inspecting the official records shall conduct themselves in a courteous manner and must not interfere with the ordinary business operation of the Association including the duties of Association personnel. A records inspection may be terminated where the Owner or Owner representative disrupts the normal operation of the Association or fails to act in a courteous manner.

(e) **Copies of Records**. The right to obtain copies of records is incidental to the inspection of records. During the inspection of records, an Owner or authorized representative may request the Association to copy any document by placing a paper clip, or other similar marking device on the document or documents of which copies are desired, and by advising the supervising person of the number and location of said marking devices.

i. If during the inspection of records, the Owner has determined the need or desire for a copy of said record, the Association shall make or obtain those copies and provide same to the Owner within five (5) working days from the date of the record inspection and subject to the Association receiving prior payment therefore.

ii. The Association is not required to mail or deliver record copies to the Owner or an authorized representative upon demand; but rather the Owner or

authorized representative can obtain record copies or request same, as detailed herein, during the records inspection or may pick up copies at the office within five (5) business days after the inspection.

iii. A Owner shall pay to the Association in advance, the sum of 25 cents per page for copies of records, said payment to be either cash, business or personal check, whichever the Association specifies. The Association shall, at its option prepare record copies on single-sided sheets or duplexes. A duplex copy shall be, for the purposes of the 25 cents per page charge, two copies. The Association shall not, however, be required to copy two separate documents on a single page for the purposes of minimizing the per page copy cost. In addition, pursuant to Section 720.303(5)(c), Florida Statutes, the Association may also impose fees to cover the cost of providing records, including the authority to charge up to $20 per hour for time spent retrieving and copying records if such time exceeds one half-hour and if the amount of copies exceeds 25 pages.

BOCA BRIDGES HOMEOWNERS ASSOCIATION, INC.

Date: _____

BY: _____,
on behalf of the Board of Directors