

January 2005

Inspection and Copying of Records Policy/Rules

The official records are open for inspection and available for photocopying by members or their authorized agents at reasonable times at the office of the Association's Property Management Company. The Management Company's staff will provide the documents for the perusal of the member or agent. After the inspection, the records/files are to be left in the condition that they were received in. Provision for payment, if any, must be made, as payment is due at the time of the inspection.

The following process is to be followed when requesting information.

- 1) Location:
Resource Property Management
28100 US 19N. #205
Clearwater, Florida 33761
- 2) Time:
Between 9am and 3pm on normal business days.
- 3) Appointment:
Must be made not less than 48 hours before inspection.
- 4) Written request:
The request to inspect and/or copy the records must be in writing.
An itemized list of the records that are to be inspected must be provided as some records are located at External Storage. (Usually documents relating to before the previous year).
- 5) Fees:
Payment must be made at the time of the service by check payable to the Association. Copies of documents will not be allowed to be removed from the premises without payment being made.
There is no fee for the first half-hour of a meeting to inspect and copy the records in a twelve-month period.
After the 'free first half-hour' the service will be billed at a rate of \$25.00 per half-hour or part thereof.
The cost of copying documents is \$0.25 per page.
The retrieval costs/fees for documents at External Storage vary on the notice period given.

