

OLYMPIA HOMEOWNERS ASSOCIATION, INC.
RULES AND REGULATIONS REGARDING INSPECTION AND COPYING OF RECORDS

I. Definitions.

A. Copy shall mean a copy of a record reproducible in its entirety on one side of either a single 8 ½ x 11 or a single 8 ½ x 14 sheet. The Association shall not be required to reproduce and make copies available of documents with a sheet size greater than 8 ½ x 14.

B. Record shall mean a document or group of documents relating to a particular matter. By way of example, the following constitute one (1) record each; monthly phone bill as sent by the utility, monthly bank statement with enclosures as sent by the bank, the general ledger of a particular fund for one month, a paid invoice from one vendor as sent by that vendor, and the minutes of a meeting held at one particular time and date. The Association Secretary or other Board member shall, or Association Manager, shall in his or her sole discretion, determine what constitutes a single record. Under no circumstances does a record include any document not already in existence, nor records whose retention period has expired as provided for by law or rule whether or not said records are still in existence. Records not maintained in written form may be requested; however, the cost of conversion of the record into written form will be borne by the requesting Lot Owner.

C. Working Day shall be deemed to mean a Monday, Tuesday, Wednesday, Thursday, or Friday that is not a legal holiday as defined above, between the hours of 9:00 a.m. and 4:30 p.m., local time.

II. Inspection and Copying.

A. A Lot Owner desiring to inspect the records of the Association shall submit, on a working day, a written request to the Association Manager via certified mail. The request shall describe each record desired in sufficient specificity to identify it, and must specify pertinent dates or time periods. The request must be legible, and must describe records by type such as listed in Florida Statute 720.303(4), and not by subject matter such as "all insurance information."

B. Each written request to inspect the records shall contain no more than 10 records, or constitute in the whole more than 200 pages of material. Requests exceeding these limits will be denied in their entirety.

C. No more than two (2) written requests to inspect the records shall be permitted from a single Lot Owner and/or his or her authorized representative, or a single authorized representative irrespective of the number of Lot Owners said individual represents, within a thirty (30) day period. Requests exceeding these limits will be denied in their entirety.

D. No more than one (1) written request shall be permitted per record per six-month period. Once the record has been inspected by the Lot Owner or by an authorized representative, or a copy obtained by the Lot Owner or authorized representative, if the record has not changed, it is not subject to further requests for inspection and/or copying by that Lot Owner or authorized representative for a period of six months. Any record inspection scheduled as the result of the receipt of a request shall be deemed to be an inspection of all

records listed in said request that were not previously indicated as exempt or unavailable.

E. Upon receipt of the written request and within the time period permitted by law, the Association shall respond to the Lot Owner in writing or verbally 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 Lot Owner's written request. In the event the Association asserts an exemption to disclosure, the Lot Owner or authorized representative requesting the record shall be advised of the exemption.

F. The record inspection shall occur at the time, date, and place designated by the Association in its response to the Lot Owner or authorized representative and will be under the supervision of a person or persons designated by the Association to monitor and assist in the record inspection. The record inspection session shall not extend beyond one 8-hour business day per month. The Association may, at the Association's discretion, allow the session to be broken into two sessions. The Secretary or other person designated by the Association may institute any supervision or reasonable security measures with regard to the record inspection.

G. During the record inspection, no mark 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.

H. The right to obtain copies of records is incidental to, and a part of, the inspection of records. During the inspection of records, a Lot Owner or authorized representative may request the Association to copy any document by placing a paper clip, post it memo sheet, 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 the records, the Lot 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 Lot Owner within five (5) working days from the date of the record inspection. The Association shall require payment prior to releasing copies to an Owner and may require payment prior to making copies.

J. The Association is not required to make and/or mail or deliver record copies to the Lot Owner or an authorized representative upon demand; but rather the Lot Owner or authorized representative can request copies, as detailed herein, during the inspection.

K. A Lot Owner shall pay to the Association, in advance, the sum of 50 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 duplexed. A duplexed copy shall be, for the purposes of the 50 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. The Association may impose any other fees necessary to cover the cost of providing copies.

III. **Manner of Inspection.** 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 place where the records are otherwise inspected or copied.

IV. 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. Any written requests for inspection or copying not complying with these rules will be denied. The Association shall indicate in writing the nature of the noncompliance and transmit same to the requesting party within five working days subsequent to receipt of the written request.

C. Verbal requests for inspection or copying will neither be honored nor acknowledged.

D. The Board of Directors of the Association reserves the right to amend these rules from time to time as deemed necessary.

E. The Association may take any available legal action to enforce these rules.