

**WESTCHASE COMMUNITY ASSOCIATION INC**  
**RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING**  
**PROCEDURES FOR INSPECTION OF OFFICIAL RECORDS OF THE ASSOCIATION**

WHEREAS, 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; and

WHEREAS, Section 720.303, Florida Statutes, allows the Association to adopt rules regarding the frequency, time, location, notice, records to be inspected, and manner of inspections and copying:

NOW, THEREFORE, it is hereby resolved as follows:

1. Any requests by Members of the Association to inspect official records or obtain copies of such records shall be in writing and shall be sent by certified U.S. Mail to the office of the Association's management company, Greenacre Properties, Inc., 4131 Gunn Highway, Tampa, Florida, 33618. Any communications sent by email are not deemed to be received by the Association. Any communications sent by U.S. Mail to the Association's attorney or to the individual homes of Directors or Officers are not deemed to be received by the Association.

2. If a Member's authorized representative will inspect the official records, the authorized representative must be identified by the Member in writing, and must present proof of identification upon arrival.

3. Each request must include an address and a telephone number where the Member may be contacted. An email address is also recommended.

4. Members should state in detail the specific records that they wish to inspect or copy. Inspection or copying of records shall be limited to those records specifically requested in advance, in writing.

5. Depending on the scope or volume of the demand for inspection of records, the Association may, in its discretion, limit the number of documents produced at any one time and make arrangements for subsequent inspections at which additional documents may be produced.

6. Inspections will be arranged by appointment only, at a time and place to be designated by the Association. Records will be produced for inspection during business hours Monday through Friday, within 45 miles of the community or within the county in which the association is located. Inspections are generally intended to take place at the offices of the Association's management company, but the Board of Directors or its agent may designate an alternate location.

7. Members may submit no more than one request for inspection of records per month and Members or their authorized representatives are limited to a maximum of 8 hours of inspection time.

8. Official Records will not be researched. For example, a request to "provide the electric bills for the five most expensive months during the past four years" would not be acceptable. A request to "provide access to all electric bills for the past four years" would be acceptable.

9. Neither the Association, nor any Agent of the Association will be required to interpret any document found within the Official Records or answer questions for a Member during the course of the inspection. Questions can be submitted to the Board of Directors via the management company, and the Board or other agent of the Association may respond at a later date.

10. Documents will be produced as they are kept in the ordinary course of business; however, records kept in an electronic format may, at the discretion of the Association or its agent, be printed for inspection by the Member or the Member's authorized representative. Neither the Association nor any agent of the Association shall be required to produce any report or alter the format of any record.

11. There will be a witness present during the inspection. If the conduct of a Member or a Member's authorized representative becomes disruptive or otherwise inappropriate for the location of the inspection, the inspection may be terminated at the discretion of the Association or its agent.

12. No Member may mark, write upon, alter or remove any portion of the Official Records. Any violation of this provision may result in a suspension of that Member's right to inspect the Official Records.

13. The cost for copies will be \$.25 cents per page, or such other amount as may be determined from time to time, to the maximum extent permitted by law. All copying will be done by the personnel at the office where the records are inspected; however, if the number of copies exceeds 25 pages, the Association may

choose to have the copies made by an outside vendor, in which case the actual cost of copying will be charged to the member requesting the records.

14. The association may impose fees to cover administrative costs, including the costs required for personnel to retrieve and copy the records if the time spent retrieving and copying the records exceeds one-half hour and if the personnel costs do not exceed \$20 per hour. Personnel costs will not be charged for records requests that result in the copying of 25 or fewer pages.

15. Any request for inspection or copying that does not comply with these rules shall not be honored.

IN WITNESS WHEREOF, the Board of Directors of Westchase Community Association, Inc., at a duly noticed meeting of the Board of Directors at which a quorum was present, held on the \_\_\_\_ day of \_\_\_\_\_, 2015, in the manner required by the Association's governing documents, has adopted the foregoing resolutions upon motion made by and seconded by and passing with a vote of \_\_\_\_ in favor and \_\_\_\_ opposed. The resolution, is to be made a part of the minutes of the meeting of the Board of Directors held on the \_\_\_\_ day of \_\_\_\_\_, 2015.

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

\_\_\_\_\_  
Title: President

\_\_\_\_\_  
Title: Secretary