

SUNDESTIN INTERNATIONAL CONDOMINIUM OWNERS ASSOCIATION, INC.

BOARD RESOLUTION REGARDING INSPECTION OF OFFICIAL RECORDS

WHEREAS, The Sundestin International Condominium Owners Association, Inc. is the Florida corporation responsible for the operation and maintenance of The Sundestin International Condominium, according to the Declaration thereof; and

WHEREAS, the Board has the authority to promulgate reasonable rules and regulations regarding the frequency, time, location, notice and manner of record inspections and copying of the official records of the Association, pursuant to Section 718.111(12)(c), Florida Statutes; and

WHEREAS, the Board of Directors wishes to implement rules and regulations governing the inspection of records.

NOW THEREFORE, BE IT RESOLVED that the attached Rules Governing Inspection and Copying of Association Records are hereby adopted.

THIS RESOLUTION was considered by the Board of Directors at a duly noticed meeting held on the 4 day of AUG, 2012, at which a quorum was present, and was approved by a vote of 6 yes and 0 no.

THE SUNDESTIN INTERNATIONAL
CONDOMINIUM OWNERS ASSOCIATION,
INC.

By: William H. Hedrick
William H. Hedrick President

_____, Secretary

SUNDESTIN INTERNATIONAL CONDOMINIUM OWNERS ASSOCIATION, INC.
RULES REGARDING INSPECTION
AND COPYING OF ASSOCIATION RECORDS

I. RECORDS DEFINED

The official records available for inspection and copying are those designated by the Florida Condominium Act, as amended from time to time. Attached is information published by the Division of Florida Condominiums, Timeshares and Mobile Homes regarding records access.

The following records are not accessible: (1) any information or record protected by the lawyer-client privilege, (2) any information or record protected by the lawyer work-product privilege, (3) any information or record in connection with the lease, sale, or other transfer of a Unit, (4) any information or record concerning the disciplinary, health, insurance and personnel records of Association employees, (5) any information or records concerning the medical records of Owners or community residents, (6) any social security numbers, driver's license numbers, credit card numbers, e-mail addresses, telephone numbers, emergency contact information, any addresses of a Unit Owner other than as provided to fulfill the Association's notice requirements, and other personal identifying information of any person, excluding the person's name, unit designation, mailing address, and property address, (7) any electronic security measure that is used by the Association to safeguard data, including passwords, (8) the software and operating system used by the Association which allows manipulation of data, even if the Owner owns a copy of the same software used by the Association and (9) any information or records now or hereafter not available to Owners pursuant to Florida Statutes, Section 718.111(12), as amended or renumbered from time to time.

II. PERSONS ENTITLED TO INSPECT OR COPY

Every unit has the right to inspect or copy the official records pursuant to the following rules and Section 718.111(12), Florida Statutes. A unit owner may appoint a designee in writing to conduct the review in his/her place.

III. INSPECTION AND COPYING

- A. A unit owner desiring to inspect the Association's official records must mail a written request Certified Mail, Return Receipt Requested to the Association c/o Scott Hamblin, 1040 Highway 98 East, Destin, FL 32541. The request must identify the exact official records requested, including pertinent dates or time periods. You must include enough detail to allow the Association to retrieve the official records requested. Remember, the Association is under no obligation to organize the records or pull out specific documents – it may require the unit owner

to undertake the photocopying of any records until payment is received by the Association. The Association reserves the right not to accept personal checks from any owner who has previously submitted a check to the Association for any charge which has been returned due to insufficient funds. If the Association accepts a check, it may wait until the check clears to deliver the photocopies.

IV. MANNER OF INSPECTION

- A. No written request for inspection or copying shall be made in order to harass any unit owner, resident or Association agent, officer, director or employee.

- B. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner. The Association will appoint a member of the Board of Directors to supervise the inspection. The person supervising the inspection has no duty or obligation to answer questions about the records. The person supervising the inspection shall explain where the records are located, but not required to pull out each particular record i.e. "minutes are in the first drawer of the black file cabinet" or "bank account statements are in that box, they are still in the envelopes from the bank" and the like.

to inspect the official records as they are kept in the ordinary course of business. The Association may offer the unit owner the option of making the records available electronically over the internet or on a computer screen, with records printed upon request, to the extent records are kept electronically.

- B. No unit owner may submit more than three (3) requests for records inspection and/or copying per month.
- C. No unit owner may submit more than one request for inspection and/or copying of the same record in a sixty (60) day period.
- D. No unit owner may request to inspect "all official records" without designating or identifying specific records. The Association will not produce more than one thousand (1,000) pages of records at one time. If the unit owner's request exceeds this limitation the Association may provide records for inspection in the order requested by the unit owner up to the limiting factor, and notify the unit owner that the other records will be made available for inspection at another inspection session upon receipt of another written request of the unit owner.
- E. All inspections of records shall be conducted at a place designated by the Board of Directors by the person requesting the records. No more than one (1) person shall be permitted to inspect records at any one (1) time. No unit owner may remove original records from the location of the inspection. No alteration of the original records shall be allowed.
- F. The requested records shall be made available for inspection by the owner or his or her authorized representative on or before five (5) business days subsequent to actual receipt by the Association of the written request for inspection. This time frame may be extended by written request of the unit owner or in the event the records are located in a storage facility. The Association shall notify the unit owner by telephone, in person, or in writing, that the records are available and shall attempt to make the records available at a mutually convenient time and date.
- G. Inspections shall be conducted between the hours of 9:00 a.m. and 1:00 p.m., Tuesdays and Thursdays.
- H. If a unit owner desires to obtain a copy of any record, the unit owner shall identify the record desired during the inspection. The requested copies will be made available within a reasonable time.
- I. A unit owner shall pay twenty-five (25) cents per page for letter sized copies, payable in cash or check at the time the copies are requested. A unit owner shall pay fifty (50) cents per page for legal sized or double-sided copies, payable in cash or check at the time the copies are requested. The Association shall not be obligated