

**BURNT STORE LAKES  
PROPERTY OWNERS ASSOCIATION, INC.**

**POLICY / PROCEDURE STATEMENT  
INSPECTION AND COPYING OF RECORDS**

**PURPOSE:** To establish a policy regarding the inspecting and copying of the official records of the Association in accordance with Florida Statute 720.303(5).

**SCOPE:** The official records of the Association must be maintained within the state and must be open to inspection and available for photocopying by members or their authorized agents at reasonable times and places within 10 business days after receipt of a written request for access sent by certified mail. When a copy of the official records is available for inspection or copying, where the records are maintained, the Association must provide property owners with copies on request during the inspection if the entire request is limited to more than 25 pages.

**PROCEDURE:**

1. Upon receipt of a written request submitted by certified mail to the Association office; a property owner may make up to three written requests month. Each to be scheduled by the Manager at the Association Office on a Wednesday between the hours of 10:00 a.m. and 2:00 p.m. for up to one hour per session, or at the Registered Agent's office, when applicable on a time and day that are mutually convenient to the Registered Agent's schedule.
2. The Association shall respond in writing to the request.
3. Copying of the records shall be made available at a cost of \$.25 per copy and limited to no more than 25 pages. If the requested record copies exceed 25 pages, the Association will cause to have the records copied by an outside vendor and charge the property owner for same.
4. The Association may charge an hourly rate for actual administrative time and costs related to copying of official records.
5. Exempted official records shall include:
  - a. Any record protected by attorney-client privilege as described in FS 90.502 and any record protected by work-product privilege including, but not limited to any record prepared by the Association attorney or prepared at the attorney's express direction which reflects a mental impression, conclusion, litigation, strategy or legal theory of the Attorney or the Association and was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings or which was prepared in anticipation of imminent civil or criminal litigation or imminent adversarial administrative proceedings until the conclusion of the litigation or adversarial administrative proceedings.
  - b. Any information obtained by the Association in connection with the

- approval of the lease, sale or other transfer of a parcel.
- c. Any personnel records of Association employees including, but not limited to: disciplinary, payroll, health, and insurance records.
  - d. Any social security numbers, credit card numbers, driver's license numbers, email address, telephone numbers, emergency contact information, medical records, any addresses or a property 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, parcel designation, mailing address and property address.
  - e. Any electronic security measure that is used by the Association to safeguard, including passwords.
  - f. The software and operating system used by the Association.

Adopted: December 11, 2007

Amended: September 13, 2011