

BSLPOA Policy #18A

BURNT STORE LAKES PROPERTY OWNERS ASSOCIATION, INC. POLICY/PROCEDURE STATEMENT

REQUIREMENTS FOR INSPECTION AND COPYING OF RECORDS

Purpose: To establish a policy and procedure for the inspection and copying of official Association records by members or their authorized agents.

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. Upon receipt at the Association's office of a written inspection/copying request, the following procedures will be enacted.

1. All requests for inspection and/or copying must be made in writing to the Association's office. A parcel owner may make up to three (3) requests per month, each to be scheduled for inspection at the office of the Association manager on Wednesday between the hours of 10:00 and 2:00 for up to one (1) hour per inspection. The Association must respond in writing to the request within 10 business days of receipt of the letter.
2. If the member requests copies of documents, a fee of \$0.25 per page will be levied with the entire request limited to no more than 25 pages. If the records requested to be copied exceed 25 pages in length, the Association will have copies made by an outside vendor and will charge the actual cost of copying.
3. The following records shall not be accessible to members or parcel owners:
 - a. Any record protected by the lawyer-client privilege as described in Florida State Statute 90.502 and any record protected by the work-product privilege, including, but not

limited to any record prepared by an 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. Information obtained by the Association in connection with the approval of the lease, sale, or other transfer of a parcel.
- c. Disciplinary, health, insurance, and personnel records of the Association's employees.
- d. Medical records of parcel owners or community residents.

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Proposed: 11/30/07

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