

LAS BRISAS AT DORAL COMMUNITY ASSOCIATION, INC.

**RULES AND REGULATIONS REGARDING INSPECTION
AND COPYING OF ASSOCIATION OFFICIAL RECORDS**

1. RECORDS DEFINED

The Official Records available for inspection and copying are those designated by Section 718.111 (12) (a) of Florida Statutes, as it may be amended from time to time.

2. PERSONS ENTITLED TO INSPECT OR COPY

Every unit owner or the unit owner's authorized representative, as designated by the unit owner in writing, shall have the right to inspect and/or copy non-confidential and non-privileged Official Records of the Association pursuant to the following rules.

3. INSPECTION AND COPYING

a. A unit owner, or a unit owner's authorized representative, desiring to inspect the Official Records shall submit a written request to the office of the Association. The request should include the date and times when requesting party is available to review the requested materials during reasonable business hours or at such time as the Board may deem reasonable. The Association will make a good faith effort to accommodate such request, but cannot guarantee that the time and/or date requested will be available. The Association shall have deemed to comply with a request for Official Records if such Official Records are available on the Association's website.

b. Any unit owner, or a unit owner's authorized representative right to inspect records shall be limited to three (3) inspections per calendar months for a period no longer than eight (8) hours per day.

c. All inspection of records shall be conducted at the Association's management office. No unit owner or authorized representative shall remove original records from the location of inspection. No alteration of the original records shall be allowed. No unit owner may insert any documentation into the Official Records during such record inspection.

d. Records shall be made available by the Association for inspection within the time frame as required by Florida Statutes, as amended from time to time. This time frame may be extended by written request of the unit owner or authorized representative. In addition, this time frame shall be extended in the event records are so voluminous, in the hands of the Association's accountant for preparation of the periodic financial report or otherwise in such condition as to render this time frame unreasonable. The Association shall notify the unit owner or authorized representative, by telephone or in writing, that the records are available and the time, date and place for such inspection. Inspection shall be made during normal business hours of a working day. For the

purposes herein, the terms "working day" shall mean Monday through Friday, exclusive of federal, state and local holidays in which the office of the Association is closed. For purposes herein "normal business hours" shall be the hours that the Association's management office is customarily opened. The records inspection may take place during the hours of 9.00 a.m to 5.00 p.m Monday - Friday. The time for any record inspection shall not exceed eight (8) hours in duration.

e. If a unit owner or authorized representative desires to obtain a copy of any record, the unit owner or authorized representative shall designate in writing which record is desired or in the alternative shall designate such record by use of a tab or clip upon the pages desired. Any written request shall designate the specific record or portion thereof. In the interest of maintaining accurate and organized Official Records of the Association, such records shall not be substantially removed from their original locations or disarranged in any way.

f. A unit owner or authorized representative shall pay the reasonable expense of copying in the amount of \$.25 per page. Alternatively, the unit owner or authorized representative may bring their own device for copying (phone, tablet, etc.) at no charge.

4. MANNER OF INSPECTION

a. All persons inspecting or requesting copies of records shall conduct themselves in a quiet, respectful, businesslike manner. Association representatives shall not respond to substantive inquiries during record inspections. Any abusive or threatening language or behavior against Board representatives, Association employees or other persons present shall not be tolerated and will constitute sufficient grounds for immediate termination of the inspection.

b. Confidential and privileged records of the Associations are exempted by Section FS 718.111 (12) (c) (3) as amended of Florida Statutes from inspection by the unit owner or authorized representative, and shall not be made available for inspection. Any attempt to copy or review confidential or privileged information, after one warning, shall, likewise, be grounds for immediate termination of the inspection.

c. Any and all electronic files or records maintained within the Association computers are exempt from inspection. Should the unit owner or authorized representative wish to obtain records from the Association computers, they will be rendered to hard copies and delivered as stated above after payment of the costs by the unit owner or authorized representative.

d. No inspection request is continuing in nature. Incomplete records, or records in the process of being created, are likewise exempt from inspection. Upon completion of preparation of such records, same may be inspected upon submission of a proper request to do so.

e. All persons inspecting or requesting copies of records shall not interfere with the operation of the Association office or office where the records are otherwise inspected or copied.

f. The Association office, or office of inspection, shall assign at least one person to monitor the inspection. All communications during inspection shall be directed to that assigned person.

g. The Association shall maintain a log detailing:

1. The date of written request for inspection;
2. The name of the requesting party;
3. The date of availability of records for inspection or copying;
4. The date of actual inspection or copying;
5. The signature of the person inspecting or copying acknowledging receipt of the records.

h. The Association is not required to organize or assemble records in any particular manner for an inspection, except for the convenience of the Association.

5. 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 requests for inspection and copying not complying with these rules shall not be honored. However, the Association shall indicate to the requesting party the nature of the non-compliance.

c. The Board of Directors may take any available legal action to enforce these rules, as it determines in its sole discretion, from time to time.