

## 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 for 7 years and within 45 miles of the community or within the same county, and the Association may also maintain records electronically. Records must be open to inspection and available for photocopying using a camera or other electronic device at no charge to 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, photocopying and/or use of a camera or other electronic device must be made in writing to the Association's office. A parcel owner may inspect records for at least one 8-hour day per month. The Association is required to provide the records within 10 business days after receipt of a written request submitted by certified mail, return receipt.
2. If the member requests photocopies of documents, a fee of \$0.25 per page may 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. The Association's ability to charge for personnel costs is also limited to requests exceeding a half hour to complete and only if the pages copied exceed 25 pages at a rate of no more than \$20.00/hour. There is no charge for copying via camera or other electronic device.

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 or management company employees.
  - d. Other records not accessible are: Medical records of parcel owners or community residents, including social security numbers, driver's license numbers, credit card numbers, electronic mailing addresses, telephone numbers, facsimile numbers emergency contact information, any addresses for a parcel owner other than as provided for association notice requirements, and other personal identifying information of any person, excluding the person's name, parcel designation, mailing address, and property address.

#### Policy #18A: Inspection and Copying Records

Proposed: 11/30/07

Adopted: 12/11/07

Amended: 7/15/13