

MILLPOND ESTATES SECTION FIVE
RECORDS REQUEST POLICY

The following shall be the standing policy of Millpond Estates Section Five Homeowners Association, Inc. in relation to a request from an owner to review the records of the Association, as allowed by Section 720.303(5), Florida Statutes:

1. Requests to inspect the records of the Association may be made by an owner or their agent, as identified in writing by the owner. Requests shall be limited to ONE (1) request per owner, per month.
2. All requests to inspect the records shall be made in writing, in hard copy, and sent to the Association's property manager, via certified mail. NO faxed, emailed, electronic, or otherwise submitted requests shall be accepted.
3. At the time a request is received by the property manager, it shall be date-stamped, and that date shall be deemed the date the documents were requested.
4. Upon receipt of the request, an authorized representative of the Association will contact you, in writing, to schedule an appointment to review the records or make alternate arrangements for procurement of the requested records. Owners shall be afforded the equivalent of one (1) 8-hour business day per month for inspection at the property management office.
5. Copies shall be made at a cost of \$.25 per page. The owner shall be charged \$20.00 per hour for the cost of personnel to retrieve and/or copy the records if the time spent retrieving and/or copying the records exceeds one-half hour. If the records requested to be copied exceed 25 pages in length, the association may have copies made by an outside vendor and may charge the owner the actual cost of copying.