



RULES AND REGULATIONS OF THE BOARD OF DIRECTORS

OF

TOWN PLACE CONDOMINIUM ASSOCIATION, INC.

REGARDING INSPECTION AND PHOTOCOPYING OF OFFICIAL RECORDS

[EFFECTIVE ON THE DATE OF PASSAGE BELOW]

1. Any member requesting to inspect or copy official records must do so in writing to the management company for the Association. Verbal requests will not be honored.
2. The request must be to inspect and copy the records at the management office, or where the Association keep. The Association is not required to mail or email records to members who request records.
3. Within ten (10) working days after the Association's receipt of a written request for access to official records, the Association shall mail or e-mail written notification to the member to arrange for delivery of the records or to schedule an inspection visit. At no time shall the Association be required to mail or e-mail official records to any requesting member or his or her agents, but may, however, offer the option of making the records available electronically via the internet or by allowing the records to be viewed in electronic format on a computer screen and printed upon request.
4. If a copy requested relates to an official record which the Association does not have, the Association shall so mail or e-mail written notification to the member of that fact within ten (10) working days of the Association's receipt of the written request. The Association shall not provide rights of inspection or copying of official records as to those official records which are not accessible as provided for under F.S. 718.111(12)(c), as amended from time to time.
5. No member may inspect official records without the Association or its designee being present. Also present may be law enforcement officers, management, Directors and officers of the Association and its legal counsel.
6. Only the owners of one unit or his or her authorized agents may be present to inspect official records during an inspection visit. Agents may not be other owners. The intention is to require owners of more than one unit to schedule individual inspection visits.
7. If authorized agent(s) will be attending the inspection visit, the member must identify in writing the agents and must provide the Association with written

evidence that the person(s) is in fact authorized agent(s) of the members, prior to the inspection visit.

8. An owner may use a portable device, including a smartphone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make an electronic copy of official records in lieu of the Association providing the owner or his/her authorized representative with a copy of such records; the Association may not charge a fee to an owner or his/her authorized representative for use of a portable device.

9. Inspection visits shall be held during the hours between 10AM and 3PM only and shall be limited per unit to a total of three (3) times per month for no more than four (4) hours per viewing.

10. Neither the Association nor its designee shall be required to answer any questions regarding the content of the official records inspected by the member or his or her authorized agents. At no time shall the member or his or her authorized agents remove any official records from the office or location that the official records are kept.

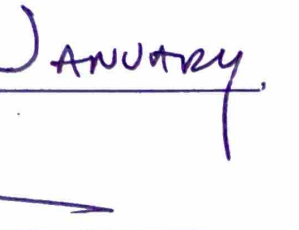
11. Owners shall pay to the Association, at the rate of \$20.00 per hour, those costs incurred by the managing agent to retrieve and photocopy official records; however, the hourly charge for the managing agent will not apply if the time spent to retrieve and photocopy records is one half hour or less or 25 or fewer pages of official records are copied. The owner shall also pay \$.25 per page for copies made by the Association. If however the Association sends out official records to an outside copying service, then the invoice for the vendor shall be the cost to be paid by the owner. The hourly rate for personnel costs and the costs of photocopies shall be pre-paid at the time that official record copies are ready for delivery to the owner. The Association will not be required to e-mail or mail official records to any owner or representative, as copies are to be picked up by the owner or representative.

12. Any information obtained by a member pursuant to an inspection of business records shall only be used for lawful purposes. Inspection requests and the information obtained from them shall not be used as a method of nuisance or harassment. Any information obtained shall not be intentionally distorted or misrepresented.

Adopted by the Board of Directors on this 15 day of JANUARY, 2022, and is effective on this date.



SECRETARY



PRESIDENT