

# Blue Ribbon Property Management LLC.

*2406 State Road 60E #1383 Valrico FL 33595*

## RECORDS REVIEW POLICY

In accordance with Article 718.112(12) and Article 720.303(5) Inspection and copying Official Records Blue Ribbon Property Management will follow the following policy:

1. Request to review official records must be in written form sent certified return receipt by the Association member.
2. Upon receipt of the written request (sent certified mail return receipt) the Property Manager will contact the homeowner to set a mutually acceptable date, time and location to review the records. **(The date must be within ten (10) business days after of receipt of the written request).**
3. The Property Manager will provide written confirmation of date, time and location for review.
4. The member will be charged \$20.00 per hour for costs required for personnel to retrieve and copy records if the time spent retrieving and copying records exceeds one-half hour and copies exceed 25 pages.
5. After the first 25 pages the member will be charged \$0.25 per page for copies that exceed 25 pages of official records made on the office copy machine. There will be no charge for copies made with a member's electronic devices.
6. The Association has the right to have the Property Manager, Board Member or Agent to observe as the records are being review.
7. During the review NO records will be removed, altered, destroyed or marked on.

**The following constitute Official Records of the Association that may be viewed by a homeowner:**

- (a) Copies of any plans, specifications, permits, and warranties related to improvements constructed on the common areas or other property that the association is obligated to maintain, repair, or replace.
- (b) A copy of the bylaws of the association and of each amendment to the bylaws.
- (c) A copy of the articles of incorporation of the association and of each amendment thereto.
- (d) A copy of the declaration of covenants and a copy of each amendment thereto.
- (e) A copy of the current rules of the homeowners' association.
- (f) The minutes of all meetings of the board of directors and of the members, which minutes must be retained for at least 7 years.
- (g) A current roster of all members and their mailing addresses and parcel identifications. (h) All of the association's insurance policies or a copy thereof, which policies must be retained for at least 7 years.
- (i) A current copy of all contracts to which the association is a party, including, without limitation, any management agreement, lease, or other contract under which the association has any obligation or responsibility. Bids received by the association for work to be performed must also be considered official records and must be kept for a period of 1 year. (j) The financial and accounting records of the association, kept according to good accounting practices. All financial and accounting records must be maintained for a period of at least 7 years. The financial and accounting records must include:
  1. Accurate, itemized, and detailed records of all receipts and expenditures.
  2. A current account and a periodic statement of the account for each member, designating the name and current address of each member who is obligated to pay assessments, the due date and amount of each assessment or other charge against the member, the date and amount of each payment on the account, and the balance due.
  3. All tax returns, financial statements, and financial reports of the association.
  4. Any other records that identify, measure, record, or communicate financial information.
- (k) A copy of the disclosure summary described in s. 720.401(1).
- (l) All other written records of the association not specifically included in the foregoing which are related to the operation of the association.