

CRYSTAL SHORES OWNERS ASSOCIATION RULES FOR INSPECTION AND COPYING OF RECORDS

The following rules and procedures will be implemented in the event an Owner or his/her Authorized Representative requests to inspect and copy the Official Records of the Crystal Shores Owners Association:

1. Only an Owner or his/her Authorized Representative can inspect and copy the Official Records. A person can only be named as the Authorized Representative by written authorization of the Owner.
2. Access for inspection of the Official Records shall be provided within 10 business days after the receipt of a written request, submitted by certified mail, return receipt requested, by the Association Manager or any Board Officer. Other access dates for inspection can be arranged by the mutual agreement between the Owner/Authorized Representative and the Association Manager.
3. The Association Manager shall be present at the inspection and copying of the Official Records. In the event that the Association Manager cannot be present, a Designated Representative for the Association Manager shall be appointed by either the Association Manager or any Board Officer.
4. The principal location of the record's inspection and copying shall be at the Association Manager's Office. Other locations can be arranged by the mutual agreement between the Owner/Authorized Representative and the Association Manager.
5. The duration of the records inspection and copying by Owner or the Authorized Representative cannot exceed one 8-hour business day per month. For special circumstances, the duration of the records inspection and copying can be adjusted by the mutual agreement between the Owner/Authorized Representative and the Association Manager.
6. If the time required for the Association Manager to retrieve and copy requested records exceeds one-half hour, then retrieval and copying fees shall be charged at \$20 per hour. However, time for retrieval or copying will not be charged for requests for 25 copies or less.
7. If the Association Manager's Office Copier is used to make requested copies, then a copying fee will be charged at \$0.25 per page.
8. If the Association Manager's Office Copier is unavailable or inoperable or if copies requested exceed 25 pages, then the Association Manager may have copies made by an outside duplicating service and may charge the actual cost of copying as supported by a vendor invoice.
9. Fees or Charges to the Owner or Authorized Representative shall be paid immediately after the completion of the Inspection and Copying of the Records. Payment shall be made by check or cash to the Association Manager. No credit/debit cards will be accepted.

This Rule was approved by the Crystal Shores Owners Association Board of Directors in a 14-day noticed Board Meeting held on June 30, 2020 and complies with all legal requirements set forth in Florida Statute 720.303 (5) on Inspection and Copying of Records.