

WYNDEMERE HPR DOCUMENT REQUEST RULES AND PROCEDURES

1. All requests for any Wyndemere HPR documents must be submitted using the Contact Form on Wyndemere's website. Requests sent via email and/or text message to Wyndemere's accountant or individual Board members will not be responded to or considered official requests. This is to ensure that the Board is properly notified of all requests and that all requests are handled in accordance with these procedures.
2. All documents requested by and provided to property owners may be numbered and may be provided in hard-copy only. Wyndemere HPR may also keep a copy of the documents provided to each individual noting the property owner's name, unit number and date provided.
3. Photographs that are available may be provided to property owners electronically with Wyndemere HPR keeping an electronic copy of such material.
4. Hard-copy documents in black and white will be provided at a cost of \$0.50 per page. Color copies and oversize copies will be sent out for reproduction and the property owner will be responsible for the cost of such copies.
5. Hard-copy documents will be available for pick-up in person from a Board member. Property owners who request documents mailed to them will be responsible for certified mail postage costs. Documents will be provided in person in exchange for a check covering reproduction costs. Documents requested to be mailed will only be mailed after the Association has received a check from the property owner for reproduction costs plus postage costs.
6. Requests for specific Wyndemere HPR financial documents such as budgets, balance sheets, profit and loss, and income statements, may be provided without requiring an inspection of said documents. Document requests which are considered vague or voluminous (e.g., requests for project bids, invoices and other associated documents, or other non-specific requests such as "financial documents") must first be identified by the property owner through a document review. This is to eliminate any document identification issues and ensure that the property owner gets the documents that they are requesting. Such document review may take place at the clubhouse by the pool in Yacht Cove at a mutually agreed upon time. Wyndemere HPR may be represented by one or more Board members and/or Wyndemere HPR's accountant, whomever Wyndemere HPR deems necessary. This document review is not designed to be a question and answer session. The property owner may pose questions and Wyndemere HPR's representative(s) may answer such questions. However, Wyndemere Board members are not accountants. At such document review, the owner will tag the documents identified for reproduction. The owner is responsible for providing all materials to identify the documents requested (e.g., Post-It notes, paper clips, etc.). Photographing of documents using phones, cameras or other photography devices will not be allowed. Video and/or audio recording or streaming will not be allowed. The Wyndemere HPR representative(s) may terminate the review session if any of these rules are being violated. In the event that a document review session is terminated due to the property owner violating any of these rules, the property owner may request another document review session; however, the rules stated above will apply to any subsequent document review sessions. Requested documents will be provided in accordance with the procedures identified above.