

***HARBOUR ISLE AT HUTCHINSON ISLAND EAST
CONDOMINIUM ASSOCIATION, INC.***

RULES FOR RECORDS REQUESTS

Whereas, Section 718.111(12)(c), Florida Statutes, provides that a condominium association may adopt reasonable written rules regarding the frequency, time, location, notice, records to be inspected and manner of inspections.

Whereas, the Board of Directors of Harbour Isle at Hutchinson Island East Condominium Association, Inc. wishes to adopt rules regarding the frequency, time, location, notice, records to be inspected and manner of inspections.

Now, therefore, be it resolved by the Board of Directors as follows:

1. A Member desiring to inspect the records of the Association shall submit a written request to the Association. The request shall describe each record desired in sufficient specificity to identify it and must specify pertinent dates or time periods. The request must be in writing and legible using the form attached hereto as Exhibit "A" and submitted to the following address: 6A Harbour Isle Drive East, Fort Pierce, Florida 34949. Oral requests or requests sent by electronic transmission will not be honored or accepted.
2. Within ten (10) working days after receipt of a written request, copies of the requested records will be provided to the Member or made available for inspection. They may also be made available on the Association's Website.
3. Record inspections may be under the supervision of a person or persons designated to monitor and assist in the record inspection. The record inspection session shall not extend beyond the regular business hours of the office on the day of inspection of records. The Association may institute any supervision or reasonable security measures with regard to the record inspection.
4. During the record inspection, no mark whatsoever shall be made on any record, nor shall any pages be affixed together by staple, paperclip, or other means be disassembled, nor shall the records being inspected be altered from the sequence in

which they were presented for the inspection. Further, no records shall be removed from the location of the inspection for any reason whatsoever.

5. On the day of the inspection of records, a Member or authorized representative may request the Association to copy any document by placing a paperclip, post-it, memo, sheet, or other similar marking device on the document or documents of which copies are desired and by advising the supervising person of the number and location of said marking devices.
6. If during the inspection of the records, the Member has determined the need or desire for a copy of said record, the Association shall make or obtain those copies and provide same to the Member at the time of inspection if the Association has an available photocopier machine and if the request is limited to no more than twenty-five (25) pages. If the request is for more than twenty-five (25) pages or if the Association does not have an available photocopier machine, the copies will be copied by a third-party duplicating service or management company personnel. A Member 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 the official records in lieu of the Association's providing the Member with a copy of such records.
7. A Member shall pay to the Association, in advance, a sum of 25 cents per page for copies of the records made on the Association's copier, said payment to be in cash, business or personal check, whichever the Association specifies. If the Association does not have a copier or the request exceeds twenty-five (25) pages, the Association may have copies made by a third-party duplicating service or management company personnel and may charge the actual cost of copying.
8. All persons inspecting or requesting copies of records shall conduct themselves in a business-like manner and shall not interfere with the operation of the Association office or place where the records are otherwise inspected or copied.
9. The association reserves the right to amend these rules from time to time as deemed necessary.

10. Records Requests are limited to one (1) records request per unit per month.