

ROYAL PARK CONDOMINIUM APARTMENTS, INC.

119 Royal Park Drive #1A, Oakland Park, FL 33309
Office: 954-739-6300 FAX: 954-731-4341 RoyalParkCondos.com

ADOPTED RULES REGARDING INSPECTION AND COPYING OF ASSOCIATION RECORDS

I. RECORDS DEFINED

The official records available for inspection and copying are those designated by the Florida Condominium Act, as amended from time to time.

II. PERSONS ENTITLED TO INSPECT OR COPY

Every unit owner or the unit owner's authorized representative, as designated in writing, shall have the right to inspect or copy the official records pursuant to the following rules.

III. INSPECTION AND COPYING

- A. A unit owner, or a unit owner's authorized representative, desiring to inspect the Association's records shall submit a written request to the Association or Its manager. The request must specify the particular record subject to inspection.
- B. Inspection or copying of records shall be limited to those records specifically requested.
- C. No unit owner, or authorized representative, shall submit more than three written requests, in total, for inspection or copying in a thirty-day period. Each request shall be limited to four specific records, as allowable by State Law.
- D. All inspection of records shall be conducted at the Association's office or at such other location designated by the Association. No unit owner or authorized representative shall remove original records from the location of inspection. No alteration of the original records shall be allowed.
- E. No inspection of the record or groups of records, at any given inspection, shall take longer than 4 hours. If the inspection cannot be completed within such time frame, owner shall submit a request in writing for a subsequent continuation inspection which shall be accommodated within the next ten (10) days.
- F. Records shall be made available by the Association for inspection on or before the fifth working day subsequent to actual receipt by the Association of the written request for inspection. This time frame may be extended by written request of the unit owner. Same notwithstanding, this time frame may be extended in the event records are so voluminous or otherwise in such condition as to render this time frame unreasonable. Financial records currently undergoing preparation for a

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financial examination will not be available at the Association's office and may require examination at the offices of a financial examiner. The Association shall notify the unit owner or authorized representative, by telephone or in writing, that the records are available and the time, date and place for such inspection. Inspection shall be made only during normal Association business hours or normal business hours of the location or inspection if other than the Association office. (For the purposes herein, the terms "working day" shall mean Monday through Friday, exclusive of federal, state and local holidays in which the office of the Association is closed. For purposes herein "normal business hours" shall be the hours that the Association office is customarily opened, or the hours at the location where the records are inspected is customarily opened, or if there are no customary hours, then 9:00 a.m. to 1:00 p.m., Monday - Thursday.

- G. If a unit owner or authorized representative desires to obtain a copy of any record, the unit owner or authorized representative shall designate in writing which record is desired or in the alternative shall designate such record by use of a tab or clip upon the pages desired. Any written request shall designate the specific record or portion thereof. If the location of inspection has a copy machine, then copies of the record shall be available within a reasonable period following the request. The Association will determine if the Association's copy machine or a copy service will be used, depending on the volume of copies requested. In the event the above-referenced time frame is impracticable due to the voluminous nature or condition of the records, then copies will be made available as soon as is practical.
- H. A unit owner or authorized representative shall pay the reasonable expense of copying in the amount of \$1.00 per page. Payment in advance of copying shall be required, or owner may furnish his/her own copy machine and make their own copies at no cost to Royal Park Condominium Apartments, Inc. If an outside copying service is required, the cost of same will be the Owner's responsibility.
- I. Only the unit owner or the authorized representative shall be given access to the Association's records. No more than one (1) individual at any scheduled appointment shall be permitted access to review the Association's records.

IV. MANNER OF INSPECTION

- A. No written request for inspection or copying shall be made in order to harass any unit owner, resident or Association agent, officer, director or employee.
- B. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or office where the records are otherwise inspected or copied. The Association office, or office of inspection, shall assign staff persons or Association

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representatives to assist in the inspection and monitoring of the inspection. All requests for further assistance and copying during inspection shall be directed to the Association's designated representative.

- C. The Association may, at its discretion, videotape the inspection sessions.
- D. The Association may maintain a log detailing.
 - 1. The date of written request for inspection
 - 2. The name of the requesting party.
 - 3. The records which are requested
 - 4. The date of availability of records for inspection or copying.
 - 5. The date and time of actual inspection or copying.
 - 6. The signature of the person inspecting or copying acknowledging receipt of the records. Every person inspecting or receiving copies of the record shall sign said receipt prior to inspection or receipt of copies.
 - 7. An agreement executed by the Unit Owner that the records so copied will not be used for personal or financial gains.

V. ENFORCEMENT OF INSPECTION AND COPYING RULES

- A. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.
- B. Any requests for inspection and copying not complying with these rules shall not be honored. However, the Association shall indicate in writing the nature of the non-compliance and transmit same to the requesting party.
- C. The Board of Directors may take any available legal action to enforce these rules, including injunctive relief and/or the levy of a fine in the event fining is authorized by the condominium documents.