

Request for Access to Pine Ridge Property Owners Association Records

Member Name: _____ Date: _____

Address: _____

Telephone#: _____

Pursuant to 720.303, 5 of the Florida Statutes, I hereby request that Pine Ridge Property Owner's Association, Inc. (the "Association") provides access to the records of the Association.

- 1) The records that I wish to review are (attach a separate piece of paper if necessary):
 - A. _____
 - B. _____
 - C. _____

- 2) I acknowledge and accept the Association's records access and inspection procedures. I acknowledge and accept that the records of the Association will be made available to me by using this form. Additionally, I will be given a scheduled appointment within ten (10) business days after the executed receipt of this form, which is to be received by certified mail if you are mailing it in and require confirmation. Otherwise, it may be dropped off or mailed to the office by first class mail. The "Association" will abide by Florida State Statute 720.303. I further acknowledge that the fees for copying documents are \$.25 per page. Additional fees for postage or overnight delivery and the actual costs of copying including any reasonable costs involving personnel fees and charges at an hourly rate for vendor or employee time to cover administrative costs to the vendor or association may be charged to the member.

Member signature _____ Date _____

Authorized representative _____ Date _____

I _____ have been given access to records of the association on _____.

Association Records Access And Inspection Procedure

Pursuant to 720.303 of the Florida State Statutes. Pine Ridge Property Owners Association, Inc. (The "Association") a non-profit organization implements request for Access and inspection of records through this procedure as follows:

- 1) Request for access and inspection of records will only be recognized by written request using the form Titled "Request for Access to Pine Ridge Property Owners Association's Records". (The "Form"). One form per property owner per request.
- 2) The form will be maintained in the office of the Association located at 5690 W. Pine Ridge Blvd., Beverly Hills, FL 34465.
- 3) The Association hours of operation are as follows: Monday through Friday from 8:30 AM to 4:30 PM. Telephone number: 352-746-0899
- 4) The form may be obtained by contacting the office by phone or in person. It must be returned by Certified Mail Return Receipt if you are mailing it in and require confirmation. Otherwise, it may be dropped off or mailed to the office by first class mail.
- 5) The appointment will be made by the property manager at the PRPOA convenience and will be limited to one eight-hour appointment per month. In addition, the records will be made available for inspection at the 5690 W. Pine Ridge Blvd., Beverly Hills, FL 34465, which is the office of the Association. Records of the association that have been previously reviewed in a prior inspection request will not become available to view again until six months (6) from the date of the last review.
- 6) Copy fees are \$.25 per page. Additional fees may be accessed for postage, delivery and the actual costs of retrieving and copying documents at a rate of not to exceed \$20.00 per hour, after the first half hour of employee time is spent on the matter, and after 25 pages of photo copying has occurred. Production of computer-generated data will be released if available in its original format via a disk or memory stick, but not electronically via the internet. An approximate quote of fees prior to production will be given to the requesting Member. Sensitive data will be blocked at the time records are copied for the privacy of our members. Such as a signature or signatures on a proxy, an architectural design application, or a voting certificate.
- 7) Requested copies must be released according to F.S. 720.303 in order to comply. The office has the right to send the requested documents via overnight delivery to insure timely receipt. This fee will be charged to the member.
- 8) You will be required to sign a receipt acknowledging the requested documents have been received or were available for review on the appointment date.
- 9) In order to maintain the Association's records properly and to allow release or review. The Association will limit this access to the homeowner requesting access or their

authorized agent.

- 10) The Property manager has the right to appoint observers and or assistants other than Pine Ridge office staff. This is for the protection of the documents open to inspection.
- 11) A property owner inspecting the Association's records may bring a writing pad and pencils into the inspection. Electronic devices such as cameras, video cameras, cell phones used as a recording device or a portable scanner are permitted. Documents are not to be folded, torn, written on, altered, or removed from premises.
- 12) The requirement, pursuant to Paragraph 5 of these Rules, that no Lot Owner shall be entitled to more than one (1) inspection request per month for up to eight (8) hours per inspection request, shall apply whether such request is made on behalf of the Owner in his or her individual capacity, or made by an Owner acting as the designated agent or representative for another requesting Owner. For example, if an Owner is named as the designated agent or representative for an Owner requesting to inspect the official records, that designated agent shall not have the authority to inspect the official records in a given month if said agent has already been provided with one inspection that month in his or her individual capacity or on behalf of another Owner as such Owner's designated agent or representative. The purpose of this rule is to limit inspection requests to one (1) inspection request per month, per Owner, regardless of whether such Owner is acting in his or her individual capacity or on behalf of another requesting Owner.