

PROCEDURES FOR INSPECTION AND COPYING OF OFFICIAL RECORDS OF THE TAMPA PALMS OWNERS ASSOCIATION

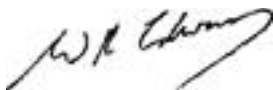
The Official Records of an Owners Association and the requirements for owner inspection and copying of same are set forth at Florida Statutes Chapter 720.303. The following sets out procedures to be used by the Tampa Palms Owners Association when requests to inspect or copy them are made.

1. Only parcel owners within the Association are allowed access to the records by right. Renters, or anyone else wishing to access them have no such right. Persons requesting access to the Association's official records should be able to prove that they are an owner of a parcel; if an owner's designated representative is making the request, the representative must provide proof of the designation for that purpose.
2. Prospective buyers or lienholders may request copies of official records under the same conditions as below, and may request additional information in good faith that goes beyond what is required to be disclosed by law. Such requesters may be charged a reasonable fee for providing the information, not to exceed \$150.00 plus the reasonable cost of photocopying and any attorney fees incurred in providing it.
3. All requests for official records are to be made in writing, sent by certified mail to the Association's business office. The date of the request is the date of the receipt of the request in the Association's business office.
4. While no parcel owner may be required to provide a reason or a justification for the request, efforts may be made to narrow down any broadly-stated requests. Many requests can be handled by referring the requester to the TPOA website, which contains the current Covenants, Conditions and Restrictions, the Bylaws, and other material.
5. Official records must be provided within 10 business days, and may be provided electronically or on paper. A penalty of \$50.00 per day is incurred by the Association if the 10-day deadline is not met.
6. If a requester insists on paper copies and the Association's copier is used to produce them, the Association must provide the first 25 pages and 30 minutes of staff time free of charge. The Association may then charge 25 cents per page for each page in excess of 25, and may charge \$20.00 per hour for retrieving and copying records in excess of 30 minutes.
7. For extensive requests, the Association may have the copies made by an outside copying service, and charge the amount shown on the vendor's invoice.
8. A parcel owner who elects to utilize his or her own photocopying equipment, including cameras, scanners, smartphones, etc. in the Association's facilities to reproduce records may do so without copying charges (but may be charged for staff time in excess of 30

minutes for retrieval). In addition, a person using the Association's facilities for inspection or copying may be limited to one eight-hour day per month for such activity.

9. If financial records such as the monthly financial statements that include the name of owners in arrears are requested, they must be provided unaltered. The financial records do not include printouts or downloads of corporate counsel's open case file lists.
10. The following is an abbreviated list of what comprises official records: Plans, specifications, and permits related to common areas; Bylaws, Articles of Incorporation and CCRs, and any amendments thereto; current rules; minutes of Board meetings for the past 7 years; roster of all members and mailing addresses and any electronic addresses of members who have consented to receive notice electronically; (unless subsequently revoked by the owner); all insurance policies; contracts to which the Association is a party, including bids received during the past year; and the Association's financial records for the past 7 years. For the full, detailed listing, consult FS Ch. 720.303(4).
11. Items specifically excluded from official records will not be provided, and include Attorney-Client protected materials (including those sent by the Association to its counsel with an expectation of confidentiality); information related to sale or lease of a parcel; personnel records, including payroll, disciplinary, health and insurance records; medical records; social security, driver license, or credit card numbers; owners telephone numbers, electronic mailing addresses not released by that owner, emergency contact information, other than as provided for notice by the Association; electronic security information used to safeguard information (including passwords); or copies of the software used to manipulate the Association's data. See FS 720.303(4)(c)(1-7).

FOR THE BOARD:



William R. Edwards
President

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