

HARBOUR ISLAND HOMEOWNERS ASSOCIATION
RULE: INSPECTION AND COPYING OF OFFICIAL ASSOCIATION RECORDS
JUNE 28, 2023

REQUESTS

The official records of the Harbour Island Homeowners Association will be available to any owner for inspection or photocopying within 10 business days after receipt of a written request. Written requests should be sent to the Association's Property Manager. Records inspections will be restricted solely to those official records designated in the written request. The Association will notify the owner when the records will be available and the location for the inspection. This rule has been adopted in compliance with section 720.303(5), Florida Statutes.

OFFICIAL RECORDS

Many of the Association's official records are posted on the resident website including the Declaration of Covenants, the Articles of Incorporation, the By-Laws and Rules and Regulations. Other official records such as approved Annual Budgets are available by request. However, certain records are not accessible to owners, including but not limited to, any record protected by the lawyer-client privilege, Information obtained by the Association in connection with the approval of the lease, sale or other transfer of a residence, personnel records except as required by law, medical records, social security and driver license numbers and most other personal information concerning Owners.

Owners may inspect the Association's official records no more than one (1) eight (8) hour business day per month.

INSPECTION & COPYING

The Association will provide copies of official records at the requesting Owner's expense (if more than 25 pages, cost is \$.25 per page), plus the cost of time spent for the Property Manager's personnel to retrieve and copy the records (if such time exceeds one-half hour, cost not to exceed \$20 per hour). An Owner may use a portable technology device to make an electronic copy of the requested documents.

CONDUCT

All persons inspecting or requesting copies of official records shall be required conduct themselves in a professional and courteous manner and shall not interfere with the normal operation of the Property Manager's office and duties of its personnel.

ENFORCEMENT

Any violation of these rules may result in fines or suspensions as provided by law.