

SAWYERS LANDING HOMEOWNERS' ASSOCIATION, INC. RECORDS INSPECTION POLICY

This policy is subject to change based on changes performed in Florida Statute 720.303 (4) and (5).

- Request for records inspection must be presented to the Association's Manager in writing.
- There is no fee for the first twenty-five (25) pages of records copied.
- Glenwood Springs shall allow a member or his or her authorized representative to 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 copying the records. Using one of these devices for copying records will be free of charge.
- Records may be inspected Monday through Friday (except holidays) during business hours at the Management's Office, by appointment.
- Inspections are to be completed for a period of no more than two (2) hours a week on the same day and not to exceed eight (8) hours a month.
- The Association may impose fees to cover the costs of providing copies of the official records, including the costs of copying and the costs required for personnel to retrieve and copy the records if the time spent retrieving and copying the records exceeds one-half (½) hour, at a cost not to exceed \$20.00 per hour.
- If the Association is to make copies of the official records, above the first twenty-five (25) free copies, it will be at a cost of twenty-five cents (25¢) a page.

What are Official Records?

The Association shall maintain each of the following items, when applicable, which constitute the official records of the Association:

- Copies of any plans, specifications, permits, and warranties related to improvements constructed on the common areas or other property that the Association is obligated to maintain, repair, or replace.
- A copy of the bylaws of the Association and of each amendment to the bylaws.
- A copy of the articles of incorporation of the Association and of each amendment thereto.
- A copy of the declaration of covenants and a copy of each amendment thereto.
- A copy of the current rules of the homeowners' Association.
- The minutes of all meetings of the board of directors and of the members, which minutes must be retained for at least 7 years.
- A current roster of all members and their mailing addresses and parcel identifications.
- All of the Association's insurance policies or a copy thereof, which policies must be retained for at least 7 years.
- A current copy of all contracts to which the Association is a party.
- The financial and accounting records of the Association, kept according to good accounting practices. All financial and accounting records must be maintained for a period of at least 7 years. The
- All other written records of the Association not specifically included in the foregoing which are related to the operation of the Association.

Excluded records:

- Any record protected by the lawyer-client privilege
- Information obtained by an Association in connection with the approval of the lease, sale, or other transfer of a parcel.
- Personnel records of Association or Management Company employees.
- Medical records of parcel owners or community residents.
- Social security numbers, driver license numbers, credit card numbers, electronic mailing addresses, telephone numbers, facsimile numbers, emergency contact information, any addresses for a parcel owner other than as provided for Association notice requirements, and other personal identifying information of any person, excluding the person's name, parcel designation, mailing address, and property address.
- Any electronic security measure that is used by the Association to safeguard data, including passwords.
- The software and operating system used by the Association which allows the manipulation of data, even if the owner owns a copy of the same software used by the Association. The data is part of the official records of the Association.






22.07.25 RECORDS INSPECTION POLICY

Final Audit Report

2023-01-09

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