

## Capriana Condominium Owners Association, Inc. Policy for Inspection or Copying Official Records

**Preamble:** Due to the limited number of units (34) and lack of a full time resident manager, and Board members who are not full time residents, the Board of Directors of the Capriana Condominium Owners Association, Inc. has enacted these policies for inspection of Official Records of the condominium pursuant to Florida Statutes 718. The Association will need to have their Community Association Manager present during inspection of Records, and will incur costs to the CAM for their presence which will become part of the expenses of the Association.

**Definition:** Records are defined as the official records of the Capriana Condominium Owners Association, Inc. (Association) designated by the Florida Condominium Act, which is amended from time to time.

**Persons entitled to inspect or copy records:** Every unit owner has a right to inspect or copy official records of the Association. A unit owner may appoint in writing a designee to inspect or copy such records in his/her place. Neither an owner nor a designee may inspect or copy those records deemed not accessible by Florida statute.

Records deemed not accessible to unit owners or designees include the following:

- Records or information protected by lawyer-client privilege
- Records or information protected by the lawyer work-product privilege
- Records or information related to lease, sale or other transfer of a unit
- Records or information related to the disciplinary, health, insurance and medical records of an Association employee
- Records or information related to the medical records of residents
- Personal information of residents including social security numbers, driver's license numbers, passport numbers, credit card numbers, email addresses, telephone numbers except that information needed to fulfill notice requirements of the Association.
- Electronic security measures used by the Association to safeguard data
- Software or operating systems owned by or licensed to the Association.

### **How to make a request to inspect or copy records:**

- Unit owners may request to inspect or copy records by sending such a request to the Condominium Association Manager (CAM) by certified mail. A unit owner wishing to appoint a designee must include the name of the designee in the request.
- The CAM will acknowledge the request in accordance with the Florida Condominium Act, which is amended from time to time.

- When making a request to inspect or copy records unit owners must be specific about the records they wish to inspect or copy. The Association will make every effort to accommodate a request but is not required to organize or assemble records in any particular manner for an inspection, except for the Association's convenience. The Association will not accommodate requests that do not specifically delineate which records are to be inspected or copied.
- No request for inspection or copying shall be made in order to harass any unit owner, resident or Association agent, officer, director or employee.
- All unit owners or designees inspecting or copying records shall conduct themselves in a business like manner. The Association shall appoint an individual to supervise the inspection and/or copying. This individual has no duty or obligation to answer questions about the records or to pull the records.

**Method of inspection or copying:**

- If the records are available in an electronic format, those records may be forwarded to the unit owner at no charge.
- The CAM or a Board appointed designee must be present during the inspection.
- The maximum time allowed per inspection is 2 hours, unless more time is specifically requested.
- If the unit owner who makes the request for the inspection fails to keep the appointment at the designated time, they will be charged a fee of \$50.00 per hour for the CAM's expense and travel time.
- If the records are only in written format or partially in written format a mutually convenient appointment will be made with the unit owner or designee in order to direct that individual to the location of the requested records. Once the requested records are identified the CAM will make arrangements to copy said records. The unit owner will be charged a copying fee of \$0.25 per legal or letter sized page up to 25 pages and \$0.50 per page for every page thereafter. Oversized pages such as blueprints will likely require special equipment and unit owners will be charged the cost of the copying. Payment is due at the time of the request.
- A unit owner may use a personal scanner or camera to copy said records, but records may not leave the Association storage area.