

**VILLAGE AT SWINTON SQUARE CONDOMINIUM ASSOCIATION, INC.  
RULES REGARDING INSPECTION  
AND COPYING OF ASSOCIATION RECORDS**

**I. RECORDS DEFINED**

The official records available for inspection and copying are those designated by the Florida Condominium Act, as the same may be amended from time to time.

**II. PERSONS ENTITLED TO INSPECT OR COPY**

Every unit owner or the authorized representative of a unit owner, as designated in writing (hereinafter collectively referred to as "unit owner"), shall have the right to inspect or copy the official records pursuant to the following rules and Section 718.111(12), Florida Statutes, as the same may be amended from time to time.

**III. INSPECTION AND COPYING**

- A. The Association will create a checklist of documents based upon the list of requested records in the unit owner's request. Pursuant to the Condominium Act, this checklist creates a rebuttable presumption that the Association has complied with the owner's document inspection request.
- B. A unit owner desiring to inspect the Association's official records shall submit a written request to the Association c/o GRS Management Associates, Inc., 3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463, or by electronic transmission to [manager@swintonsquare.com](mailto:manager@swintonsquare.com), which shall also be treated as a written request under this rule. Any document inspection requests sent via email must contain the words "Document Inspection Request" in the subject line of the email. Emails which do not announce at the outset that an inspection request is contained within the body of the email will not be honored. The request must state with particularity the official records requested, including pertinent dates or time periods. The request must be sufficiently detailed so as to allow the Association to retrieve the official records requested. However, the Association is under no obligation to retrieve any records requested and may, in the alternative, require the unit owner to inspect the official records as they are kept in the ordinary course of business. The Association may, to the extent permitted by law, offer the unit owner the option of making the records available electronically over the internet or on a computer screen, with records printed upon request. The unit owner may use a portable device capable of scanning, copying or photographing records in order to make copies.
- C. Inspection or copying of records shall be limited to those records specifically

requested in advance, in writing, subject to the exemptions provided for in the Condominium Act, as the same may be amended from time to time. The Association is under no obligation to create records or documents which do not currently exist, which are not kept in the ordinary course of business and/or which are not statutorily required (i.e. reports, lists and compilations).

- D. No unit owner may submit more than three (3) requests for records inspection and/or copying per month.
- E. No unit owner may submit more than one request for inspection and/or copying of the same record in a thirty (30) day period.
- F. No unit owner may request the inspection of hard copy of more than five hundred (500) records in any request, nor may any request require the Association to produce more than one thousand (1,000) pages of records at one time. If the unit owner's request exceeds either of these limitations, the Association may provide records for inspection in the order requested by the unit owner up to the limiting factor and notify the unit owner that the other records will be made available for inspection at another inspection session upon receipt of another written request of the unit owner. An owner shall not be precluded from requesting records which were not produced because of the aforesaid limitations within thirty (30) days pursuant to Paragraph D above. The foregoing limitation on the number of records and the number of pages available for inspection does not apply if the unit owner agrees to inspect the records electronically via the internet or in electronic format on a computer screen or if the Association sets up, in its sole discretion, an in-person inspection appointment for which the records are not sorted and retrieved in advance.
- G. All inspections of records shall be conducted at the Association's office, unless the Association, in its discretion, decides to email those documents to the owner or unless the Association directs the unit owner to review the requested records on the Association's website. No unit owner may remove original records from the location of the inspection. No alteration of the original records shall be allowed. Notwithstanding the foregoing, the Association may, at the option of the Board or the person responsible for producing the requested records, provide copies in digital form by electronic mail to the owner in the interest of convenience provided the owner acknowledges and accepts delivery of the requested records in such manner in lieu of producing original records.
- H. The requested records shall be made available for inspection by the owner or his or her authorized representative within ten (10) business days subsequent to actual receipt by the Association of the written request for

inspection (for requests sent by electronic mail, this period shall run from the date the e-mail from the owner is opened by the person responsible for producing the requested records), or such other time period as prescribed by the Condominium Act as same may be amended from time to time. This time frame may be extended by written agreement of the unit owner. The Association shall notify the unit owner by telephone, in person, or in writing (or by electronic mail for requests received by electronic mail), that the records are available and shall attempt to make the records available at a mutually convenient time and date. The Association shall not be obligated to make records available less than ten (10) business days after receipt of an owner's request submitted in the manner required by this rule.

- I. Subject to the requirements of paragraph G above, Inspections shall be conducted between the hours of 9:00 a.m. and 12:00 p.m. on Mondays, Wednesdays and Fridays, so that the Association's staff has adequate time within their regular work hours to discharge their other duties to the Association. If an Owner is unable to review records during the prescribed hours, a mutually convenient time shall be arranged.
- J. If a unit owner desires to obtain a copy of any record, the unit owner shall identify the record desired during the inspection. The Association shall not be obligated to copy portions of records. The requested copies will be made available within a reasonable time. Records copied by a unit owner or a unit owner's authorized representative shall not be posted online, on social media or anywhere in the public domain if the records contain information defined as privileged under Section 718.111(12), F.S. as same may be amended or renumbered from time to time.
- K. A unit owner shall pay twenty-five (25) cents per page for letter or legal sized copies, payable in cash or check at the time the copies are requested. The Association shall not be obligated to undertake the photocopying of any records until payment is received by the Association. The Association reserves the right not to accept personal checks from any owner who has previously submitted a check to the Association for any charge which has been returned due to insufficient funds.

#### **IV. MANNER OF INSPECTION**

- A. No written request for inspection or copying shall be made in order to harass any unit owner, resident or Association agent, officer, director or employee.
- B. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or office where the records are otherwise

inspected or copied. The Association office, or office of inspection, may assign one staff person to assist in or supervise the inspection.

- C. The Association shall maintain a log detailing:
- i. The date of receipt of the written request for inspection
  - ii. The name of the requesting party
  - iii. The requested copies
  - iv. The date the owner was notified of the availability of the records
  - v. The date the records were made available for inspection or copying
  - vi. The date of actual inspection and copying
  - vii. The signature of the unit owner acknowledging receipt of or access to the records. Every person inspecting or receiving copies of records shall sign said log or a comparable receipt prior to the inspection or receipt of copies.

The foregoing provisions of this rule are subject to and superseded by any conflicting provisions in the Condominium Act and Florida Administrative Code which shall be automatically incorporated herein.