

VILLAGE AT SWINTON SQUARE CONDOMINIUM ASSOCIATION, INC.

**RULES REGARDING UNIT OWNER WRITTEN INQUIRIES SENT VIA
CERTIFIED MAIL UNDER SECTION 718.112(2)(a), FLORIDA STATUTES**

A. Frequency

No unit owner may submit more than one (1) written inquiry pursuant to Section 718.112(2)(a), Florida Statutes, during any thirty (30) day period.

B. Manner of Response

1. Each letter of inquiry may set forth up to five (5) substantive inquiries. The Association shall determine the number of substantive inquiries in a particular letter. If a unit owner combines multiple substantive inquiries into one question or one letter, the Association has the right to determine how many substantive inquiries are fairly set forth in a particular question or a particular letter. If more than five (5) substantive inquiries are set forth in one letter, the Association shall respond to five (5) of the substantive inquiries, to be determined based upon the order in which the inquiries are set forth in the letter or otherwise at the discretion of the Board of Directors.
2. The Association shall not be obligated, in responding to any inquiry under the Statute, to incur professional fees to respond to inquiries which require professional advice or to digest information which is available from an inspection of the official records of the Association or to create a compilation or summary of information that is otherwise to the unit owner available from an inspection of the official records of the Association. If an inquiry under the Statute can be responded to by reviewing the official records of the Association, the Association may respond by providing the owner an opportunity to inspect and photocopy pertinent records, the identity of such records to be reasonably and fairly set forth and described in a written response from the Association.
3. Written inquiries must be sent via certified mail, return receipt requested to the Association's address at Village at Swinton Square Condominium Association, Inc., c/o GRS Management Associates, Inc., 3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463.
4. The Association shall respond to written inquiries in the timeframe set forth in the Statute.

C. Non-Compliant Inquiries

1. Emails do not constitute a written inquiry by certified mail as required by the

statute. All inquiries sent via email will be disregarded. Emails which contain document inspection requests must comply with the rule regarding document inspection requests and must contain the subject line Document Inspection Request.

2. Faxes do not constitute a written inquiry by certified mail as required by the statute. All inquiries sent via fax will be disregarded.
3. Scanned letters do not constitute a written inquiry by certified mail as required by the statute. All inquiries sent via scan will be disregarded.