

OFFICIAL RECORDS REQUEST FORM

TO: Board of Directors of Palm Club Village II Condominium Association

As a Unit Owner and Member of the Condominium Association and pursuant to s.718.111(12), Florida Statutes, the undersigned hereby requests to inspect and copy the following official records of the Association:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

This written request is made pursuant to s. 718.111(12), Florida Statutes, and has been sent via certified mail. Florida law requires that "The records of the association shall be made available to a unit owner within 5 working days after receipt of written request by the board or its designee." Further, "The failure of an association to provide the records within 10 working days after receipt of a written request shall create a rebuttable presumption that the association willfully failed to comply."

Please provide the undersigned with an appointment to review the records requested above. Thank you.

Signature: _____
Printed Name: _____
Address: _____
Phone Number: _____
Email: _____
Date: _____

PALM CLUB VILLAGE II CONDOMINIUM ASSOCIATION, INC.

OFFICIAL RECORDS INSPECTION POLICY

1. Definitions. The Association's official records are those designated by Chapter 718, Florida Statutes Act (the "Act").

2. Persons Entitled to Inspect. Unit Owners and tenants shall have the right to inspect the Association's official records as permitted by the Act and any other applicable law. All references in this policy to Unit Owner includes record title holder(s) and any Unit Owner's authorized representative.

3. Inspection.

3.1 A Unit Owner desiring to inspect records shall submit a written request by U.S. Mail, Certified U.S. Mail, Return Receipt Requested, to the Association at the Association's official address as listed in the online records of the Florida Secretary of State, Division of Corporations. An inspection request shall be deemed received as follows: If sent by regular U.S. Mail, five (5) days after the date of post-mark on the letter transmitting the request. If by U.S. Certified Mail, Return Receipt Requested, the date that the receipt card was signed for by the Association.

3.2 Inspection of records shall be restricted solely to those records designated in the written request for inspection (if so designated) and shall be conducted solely by the Unit Owner signing the inspection request, or the Unit Owner's authorized representative. If more than one Unit Owner desires to inspect the same records, the Association may require that such inspections are conducted at different times provided that co-Owners of a Unit may inspect records together. If a Unit Owner has designated an authorized representative, either the Unit Owner or the authorized representative may inspect the records; however, both parties may not inspect the records together. However, this shall not preclude a Unit Owner from inspecting the records with the Unit Owner's representative if such representative is a Certified Public Accountant licensed to practice in Florida, or an Attorney at Law, admitted to practice in Florida.

3.3 A Unit Owner shall not submit more than one (1) written request for inspection of records per calendar month. The Association is not required to any request submitted more frequently.

3.4 Inspections of records shall be conducted at the office where the Association's records are maintained or at such other location as may be designated by the Association. Records must be made available for inspection in Palm Beach County or within forty-five (45) miles of the Condominium. No Unit Owner shall remove original records from the location where the records are inspected. No marks or alterations shall be made on original records.

3.5 Records shall generally be made available for inspection by the Association on or before the tenth (10th) working day after receipt by the Association of the written request for inspection. This time frame may be extended upon agreement of the Unit Owner or for good cause. In addition, this time frame shall be extended in the event the records are so voluminous, or otherwise in such condition as to render this time frame unreasonable. The Association may

rebut any statutory presumption of failure to timely comply by obtaining an opinion from legal counsel that the Association has, under the circumstances, attempted to address the Unit Owner's records inspection request promptly and in good faith. The Association shall notify the Unit Owner by telephone or in writing (including e-mail), that the records are available and the time, date and place for such inspection. Inspection shall be made only during normal Association business hours, or during the normal business hours of the location of inspection if other than the Association office. "Normal business hours" are the hours the Association office is customarily open, or the hours the location where the records are to be inspected is customarily open, or if there are no customary hours of operation, then 9:00 A.M. to 12:00 P.M. and 1:00 P.M. to 5:00 P.M., all on a working day. "Working day" means Monday through Friday, exclusive of federal, state and local holidays in which the office of the Association or office where the records are being made available for inspection is closed. No Unit Owner shall be entitled to inspect records for more than nine (9) hours cumulatively in any calendar month. At the request of either the Association or the Unit Owner, inspections may be broken up into segments, provided that three (3) inspection visits per calendar month shall be the maximum number of sessions in a calendar month, and nine (9) hours maximum cumulative inspection time.

3.6 If, during, or after an inspection, a Unit Owner wants a copy of a record, the Unit Owner shall designate in a separate writing, which record, or portion thereof, the wants to copy or, in the alternative, shall designate such record by use of a clip or tab upon the page(s) desired. Not more than one (1) copy of each record requested shall be provided. If the location where the records are being inspected or stored has a copy machine capable of making copies of the records designated, and the Owner has requested copying of 25 or less pages of records, then copies of the records shall be available contemporaneously with the inspection. If, however, the records to be copied exceed 25 pages, or there is no copy machine at the location where the records are being inspected or stored capable of making copies of the records designated, the Association may send the records out for copying by an outside source, such as a commercial copying company or make the copies at the location of the records, with the copies available for later pick-up. If copied at the location where the records are kept, copies in excess of 25 pages shall be made available for pick-up by 5:00 P.M. within three (3) working days from the date of the inspection, the day of inspection not counting in calculating this deadline. Copies made by an outside source shall be available as soon as a copying service can reasonably pickup, copy and return the records to the location where the records are being inspected or stored. Photocopies will be available at the place records are kept or produced for inspection. **Unit Owners requesting copies must arrange for pick-up of records. The Association shall have no obligation to mail or otherwise deliver copies to any place.**

3.7 The Association shall allow a Unit Owner 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 the Association's providing the Unit Owner with a copy of such records. The Association may not charge a Unit Owner for the use of a portable device.

3.8 A Unit Owner shall pay the reasonable expense of copying. In the event the copies are made by the Association, the cost shall be fifteen cents (\$.15) per page. If copies are made by outside vendors, actual costs shall be charged to the Unit Owner. Payment in advance for the cost of

copies shall be required. No copy of a record shall be made unless and until payment for the copy is received.

3.9 If records are kept on computer format, the Association may print such records to paper. The Association may but is not required to allow Unit Owners to access the Association's computer system. If the Association provides access to records through a computer supplied by the Association or the office in which records access is being conducted, the person inspecting the records shall not e-mail the records inspected to any other computer, person, or e-mail account, review other content or programs on said computer, nor otherwise in any fashion download, forward, or otherwise transmit or manipulate the data he or she reads during the inspection of the records by review on electronic mail, internet or computerized format.

3.10 The Association may comply with its obligation to make records available for inspection by providing them to the Unit Owner by electronic mail, the internet, or making them available in a computerized format readable with customary programs used in computers of consumers. If, however, a Unit Owner provides the Association with written notice that they do not have access to a computer, the Association must supply the records in paper format.

4. Manner of Inspection.

4.1 For purposes of this Policy, a Unit Owner and the Unit Owner's authorized representative shall be considered one (1) person. If inspection is requested by any person other than a record Owner of the Unit, said request shall not be recognized by the Association unless and until the record Owner(s) of the Unit designate such person, in writing, as their authorized representative, or unless such person is an Attorney at Law, admitted to practice in the State of Florida.

4.2 All persons inspecting or requesting copies of records shall conduct themselves in a courteous manner, and shall not interfere with the normal operation of the Association office and the duties of their personnel, or the office where the records are otherwise inspected or copied, nor the duties of their personnel. The Association office, or office of inspection, may assign a staff person or other person to assist in the inspection, and all requests for further assistance and copying during inspection shall be directed to that staff person.

5. Enforcement of Inspection Policy.

5.1 Any violation of this Policy may result in the immediate suspension of the inspection until such time as the violator agrees in writing to comply herewith.

5.2 The Association is not required to proceed with any request for inspection that does not comply with this Policy. In such cases, the Association shall mail or hand-deliver a written response to the person requesting inspection and shall indicate how the request fails to comply with this Policy.

5.3 The Board of Directors may take any warranted legal action against any person who fails to comply with this Policy, including, but not limited to, the levying of fines or suspension of use rights subject to the requirements of law.

5.4 Nothing in this Policy shall be construed as a limitation or restriction upon any of the Association's rights or remedies, or act as an election of remedies. All rights and remedies available to the Association shall be cumulative.

5.5 The President of the Association, or the Manager (under the direction of the President), shall have the authority to interpret and implement the provisions of this Policy and make decisions and judgments arising under this Policy without need for Board approval on a case-by-case basis.