

BELLERIVE AT FOX HOLLOW HOMEOWNERS ASSOCIATION, INC.
RECORDS REQUEST POLICY

The following shall be the standing policy of Bellerive at Fox Hollow Homeowners Association, Inc. in relation to a request from an owner or from an agent for an owner to review the records of the Association, as allowed by Section 720.303(5), Florida Statutes:

1. Requests to inspect the records of the Association may be made by an owner or their agent, as identified in writing by the owner. Requests shall be limited to one (1) request per owner, per month.
2. All requests to inspect the records shall be made in writing, in hard copy, and sent to the Association's property manager, via certified mail. No faxed, emailed, electronic, or otherwise submitted requests shall be accepted.
3. At the time a request is received by the property manager, it shall be date-stamped, and that date shall be deemed the date the records were requested. The records shall be made available for inspection within ten (10) business days of the date the request is received.
4. Upon receipt of the request, an authorized representative of the Association will contact the requesting party, in writing, to schedule an appointment to review the records or make alternate arrangements for procurement of the requested records. The requesting party shall be afforded a total of eight (8) hours of inspection time.
5. Documents shall be produced as they are kept in the ordinary course of business; however, records kept in an electronic format may, in the discretion of the Association or its agent, be printed for inspection by the requesting party. The Association shall not be required to produce any report not kept in the ordinary course of business or alter the format of any record to satisfy a specific request.
6. Copies shall be made at a cost of \$.25 per page.

Approved by Board on this 10 day of August, 2021.

Signed:  Title: President.

Print Name: BILL FINSLIE