

MISSION BAY COMMUNITY ASSOCIATION, INC.
RECORDS INSPECTION POLICY

The Association is required to provide access to the official records of the Association as defined in **Florida Statute 720.303(4)**. The Association may adopt written rules governing the frequency, time, location, notice, records to be inspected, manner of inspections and may impose fees to cover the costs of providing copies of the official records. Therefore, it is the policy of the MBCA Board:

1. The official records shall be maintained within the state and shall be open to inspection upon receipt of a written request for access, within ten (10) business days. Person requesting access must schedule an appointment with the administrative office.
2. The cost of photocopying shall be \$.25 per page. The Association shall have no obligation to outsource the copying of documents or reduce the cost of copies. If the record copies requested exceed 25 pages the association may have copies made by an outside vendor, or association management personnel, and may charge the actual cost of copying, including any reasonable costs involving personnel fees and charges at an hourly rate for vendor or employee time.
3. Any cost of inspection shall be paid, when determinable, in advance and as a condition precedent of any copies being made.
4. The right to inspect records will be limited to once every 30 days. One (1) resident per household can request a record inspection once a month. The inspection is during the hours of 9:00am to 1:00pm Mondays through Thursdays, this in order to allow for the association's staff to perform its normal day to day operations.
5. No official records shall be removed from the Association office for the purpose of inspection request, unless delivered to the Association's attorney's office, or to some other location with the supervision of an appropriate Association employee.
6. Record's inspection will be immediately terminated if abusive language, harassment, or threats to staff are displayed at any time. Appeals will be heard by the MBCA Board of Governors. Staff are not authorized to provide personal information of residents such emails or phone numbers unless homeowner will approve the request.
7. All requests for documents or questions arising from inspection must be logged in written form.
8. Any removal of original records from the Association's property is a violation of inspection rules/policy, shall be considered theft of property, and will be turned over to the police.
9. Failure to attend scheduled inspection. If the person fails to cancel the inspection time within forty-eight (48) hours of the scheduled time, they shall be considered in violation of this policy and subject to the Association's documented remedies, including fines.

DATE: _____, 20____ **I HAVE READ AND UNDERSTAND THE ASSOCIATION'S INSPECTION POLICY AND AGREE TO ABIDE AT ALL TIMES DURING THE REVIEW PROCESS.**

OWNER'S SIGNATURE: _____

OWNER'S ADDRESS: _____