

RECORDS INSPECTION POLICY

The following record inspection policy is adopted by resolution of the Board of Directors of Rock Springs Ridge Homeowners Association, Inc. (the "Association") pursuant to Florida Law at a regular meeting of the Board.

RECITALS:

WHEREAS, Section 720.303(5)(c), Fla. Stat., provides that the Association "may adopt reasonable rules regarding the frequency, time, location, notice, and manner of record inspections and copying."; and

WHEREAS, the Association desires to adopt reasonable rules regarding the inspection of records.

THEREFORE, IT IS RESOLVED THAT:

The following policy shall apply to the inspection and copying of the Association's records:

The Association hereby adopts the following rules governing the frequency, time, location, notice, records to be inspected, and manner of inspections:

- a. A Member must request to inspect the records by written notice sent via certified mail, return receipt requested to the Association Management Company.
- b. Upon receiving a Member's written request sent via certified mail return receipt requested, the Association shall contact the Member to arrange an inspection of the Association's records within 10 business days of the Association's receipt of the Member's written request.
- c. It is the responsibility of the Owner, upon receipt of the Association's response, to contact the Association to confirm the date and time of their inspection. The date of the inspection may exceed 10 business days from the date of the request if the Member is unavailable to inspect the records on the date proposed by the Association.
- d. A member may inspect the Association's records, however, a member may not submit more than one inspection request each calendar month.
- e. Members may have as much as eight hours each calendar month to inspect the Association's records. To manage the cost associated with inspections, a member is limited to inspections of no more than 2 hours per day up to a maximum of eight hours per calendar month.
- f. Costs. The Association may charge a copy fee not to exceed 25 cents per page. If the Association has a photocopy machine available where the records are maintained, it will provide members with copies on request during the inspection if the entire request

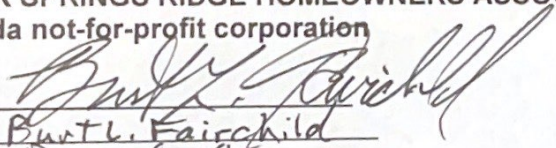
is limited to no more than 25 pages. If the Association does not have a photocopy machine available where the records are kept, or if the records requested to be copied exceed 25 pages, the Association may have copies made by an outside vendor and may charge the actual cost of copying.

Absent a court order from a Court of competent jurisdiction, the Member shall not be authorized to inspect or copy any confidential communication including but not limited to: a) documents subject to the attorney/client privilege; b) documents subject to privilege imposed by Federal or state law, or by court order, including but not limited to documents exempt from disclosure pursuant to §720.303(5)(c), Florida Statutes; c) documents that contain information that if disclosed would constitute an invasion of personal privacy (examples include, but are not limited to social security numbers, medical evaluations, employment information, personal bank account or personal financial information); d) Information obtained by an Association in connection with the approval of the lease, sale, or other transfer of a parcel; e) Disciplinary, health, insurance, and personnel records of the Association's employees; and f) Medical records of parcel owners or community residents.

In the event a Court of competent jurisdiction finds a provision of this Records Inspection Policy void or otherwise unenforceable, the other provisions shall remain in full effect.

Adopted by the Board of Directors of Rock Springs Ridge Homeowners Association, Inc. at a duly held meeting of the Board on the 27th day of July, 2022.

**ROCK SPRINGS RIDGE HOMEOWNERS ASSOCIATION, INC. a
Florida not-for-profit corporation**

BY: 
Print: Burt L. Fairchild
Title: President

Date: July 27th, 2022