

**SUGAR SANDS CONDOMINIUM ASSOCIATION, INC.**  
**RULES REGARDING INSPECTION**  
**AND COPYING OF ASSOCIATION RECORDS**

**I. RECORDS DEFINED**

The official records available for inspection and copying are those designated by the Florida Condominium Act, as amended from time to time.

**II. PERSONS ENTITLED TO INSPECT OR COPY**

Every unit owner or the authorized representative of a unit owner, as designated in writing (hereinafter collectively referred to as "unit owner"), shall have the right to inspect or copy the official records pursuant to the following rules and Chapter 718, Florida Statutes, as the same may be amended from time to time, (hereinafter referred to as the "Act").

**III. INSPECTION AND COPYING**

- A. A unit owner desiring to inspect the Association's official records shall submit a written request to the Association c/o Board of Directors, 1242 N. Sugar Sands Blvd., Riviera Beach, FL 33404-3148 or by electronic transmission to [office@sugarsands.org](mailto:office@sugarsands.org), which shall also be treated as a written request under this rule. The request must state with particularity the official records requested, including pertinent dates or time periods. The request must be sufficiently detailed so as to allow the Association to retrieve the official records requested. However, the Association is under no obligation to retrieve any records requested and may, in the alternative, require the unit owner to inspect the official records as they are kept in the ordinary course of business. The Association may, to the extent permitted by law, offer the unit owner the option of making the records available electronically over the internet or on a computer screen, with records printed upon request. The unit owner may use a portable device capable of scanning, copying or photographing records in order to make copies. ANY OWNER WILLING TO REVIEW RECORDS ELECTRONICALLY VIA THE INTERNET OR IN ELECTRONIC FORMAT ON A COMPUTER SCREEN SHALL SO INDICATE IN THE WRITTEN REQUEST, FAILING, WHICH, THE RECORDS WILL BE MADE AVAILABLE IN HARD COPY.
- B. Inspection or copying of records shall be limited to those records specifically requested in advance, in writing, subject to the exemptions provided for in the Act.

- C. No unit owner may submit more than three (3) requests for records inspection and/or copying per month.
- D. No unit owner may submit more than one request for inspection and/or copying of the same record in a thirty (30) day period.
- E. No unit owner may request the inspection of hard copy of more than five hundred (500) records in any request, nor may any request require the Association to produce more than one thousand (1,000) pages of records at one time. If the unit owner's request exceeds either of these limitations, the Association may provide records for inspection in the order requested by the unit owner up to the limiting factor, and notify the unit owner that the other records will be made available for inspection at another inspection session upon receipt of another written request of the unit owner. An owner shall not be precluded from requesting records which were not produced because of the aforesaid limitations within thirty (30) days pursuant to Paragraph D above. The foregoing limitation on the number of records and the number of pages available for inspection does not apply if the unit owner agrees to inspect the records electronically via the internet or in electronic format on a computer screen.
- F. All inspections of records shall be conducted at the Association's office, unless the Association offers and the unit owner agrees to review the requested records over the internet, or at such other location designated by the Association to the extent permitted by the Act. No unit owner may remove original records from the location of the inspection. No alteration of the original records shall be allowed. Notwithstanding the foregoing, the Association may, at the option of the Board or the person responsible for producing the requested records, provide copies in digital form by electronic mail to the owner in the interest of convenience provided the owner acknowledges and accepts delivery of the requested records in such manner in lieu of producing original records.
- G. The requested records shall be made available for inspection by the owner or his or her authorized representative on or before five (5) business days subsequent to actual receipt by the Association of the written request for inspection (for requests sent by electronic mail, this period shall run from the date the e-mail from the owner is opened by the person responsible for producing the requested records). This time frame may be extended by written request of the unit owner. The Association shall notify the unit owner by telephone, in person, or in writing (or by electronic mail for requests received by electronic mail), that the records are available and shall attempt to make the records available at a mutually convenient time and date. The Association shall not be obligated to make records available less than five (5)

business days after receipt of an owner's request submitted in the manner required by this rule.

- H. Subject to the requirements of paragraph G above, Inspections shall be conducted between the hours of 9:00 a.m. and 12:00 p.m. on Mondays, Wednesdays and Fridays, so that the Association's staff has adequate time within their regular work hours to discharge their other duties to the Association. If an Owner is unable to review records during the prescribed hours, a mutually convenient time shall be arranged.
- I. If a unit owner desires to obtain a copy of any record, the unit owner shall identify the record desired during the inspection. The Association shall not be obligated to copy portions of records. The requested copies will be made available within a reasonable time.
- J. A unit owner shall pay twenty-five (25) cents per page for letter or legal sized copies, payable in cash or check at the time the copies are requested. The Association shall not be obligated to undertake the photocopying of any records until payment is received by the Association. The Association reserves the right not to accept personal checks from any owner who has previously submitted a check to the Association for any charge which has been returned due to insufficient funds.

#### **IV. MANNER OF INSPECTION**

- A. No written request for inspection or copying shall be made in order to harass any unit owner, resident or Association agent, officer, director or employee.
- B. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or office where the records are otherwise inspected or copied. The Association office, or office of inspection, may designate a representative to assist in or supervise the inspection.
- C. The Association shall maintain a log detailing:
  - i. The date of receipt of the written request for inspection
  - ii. The name of the requesting party
  - iii. The requested copies
  - iv. The date the owner was notified of the availability of the records
  - v. The date the records were made available for inspection or copying
  - vi. The date of actual inspection and copying
  - vii. The signature of the unit owner acknowledging receipt of or access to the records. Every person inspecting or receiving copies of records

shall sign said log or a comparable receipt prior to the inspection or receipt of copies.