

RESOLUTION OF BOARD of DIRECTORS
For EAGLE TRACE COMMUNITY ASSOCIATION, INC.

The Board of Directors of the EAGLE TRACE COMMUNITY ASSOCIATION, INC., INC. (hereinafter referred to as "ASSOCIATION"), held a meeting on November 19th, 2024 at 7:30 p.m. wherein the following was ratified:

WHEREAS, the By-Laws of the Association grants to the Board of Directors the power to make and amend Regulations concerning the operation of the Association; and

WHEREAS, §720.303(4), Florida Statutes, specifically authorizes the Association to adopt reasonable Rules and Regulations regarding the frequency, time, location, notice and manner of inspection and copying of the Association records; and

NOW, THEREFORE, be it resolved, that the Board of Governors of the Association, hereby establishes the following regulations with respect to records requests:

1. All requests for an inspection of documents must be in writing and either mailed or hand delivered to the Association at the Association's management office unless otherwise specifically provided for by the Association. E-mails, texts, verbal requests and faxes requesting documents **will not be** accepted and will be ignored.

2. The requests for an inspection shall be limited to those official records as set forth in §720.303(4), Florida Statutes, which consists of, to the extent that they may or may not exist:

A. Copies of any plans, specifications, permits, and warranties related to improvements constructed on the common areas or other property that the association is obligated to maintain, repair, or replace.

B. A copy of the bylaws of the association and of each amendment to the bylaws.

C. A copy of the articles of incorporation of the association and of each amendment thereto.

D. A copy of the declaration of covenants and a copy of each amendment thereto.

E. A copy of the current rules of the homeowners' association.

F. The minutes of all meetings of the board of directors and of the members.

G. A current roster of all members and their designated mailing addresses and parcel identifications.

H. All of the association's insurance policies or a copy thereof.

I. A current copy of all contracts to which the association is a party and bids.

J. The financial and accounting records of the association including, but not limited to:

1. Accurate, itemized, and detailed records of all receipts and expenditures.

2. A current account and a periodic statement of the account for each member, designating the name and current address of each member who is obligated to pay assessments, the due date and amount of each assessment or other charge against the member, the date and amount of each payment on the account, and the balance due.

3. All tax returns, financial statements, and financial reports of the association.

4. Any other records that identify, measure, record, or communicate financial information.

K. A copy of the disclosure summary described in §720.401(1), Florida Statutes.

L. Ballots, sign-in sheets, voting proxies, and all other papers and electronic records relating to voting by parcel owners.

M. All affirmative acknowledgments made pursuant to §720.3085(3)(c)3, Florida Statutes.

N. All other written records of the association not specifically included in this subsection which are related to the operation of the association.

4. Notwithstanding the foregoing, the following records may not be requested:

A. Any record protected by the lawyer-client privilege and any record protected by the work-product privilege.

B. Information obtained by an Association in connection with the approval of the lease, sale, or other transfer of a parcel.

C. Personnel records of Association or management company employees.

D. Medical records of members or community residents.

E. Social security numbers, driver license numbers, credit card numbers, electronic mailing addresses, telephone numbers, facsimile numbers, emergency contact information, any addresses for a parcel owner other than as provided for association notice requirements, and other personal identifying information of any person, excluding the person's name, parcel designation, mailing address, and property address.

F. Any electronic security measure that is used by the Association to safeguard data, including passwords.

G. The software and operating system used by the Association.

5. Records shall be retained by the Association for the length of time prescribed by applicable law.

6. Requests must identify precisely what documents are being requested. Any ambiguity that the Association cannot readily resolve will result in that particular item being rejected. Furthermore, requests for documents of another Association or other entity will be rejected.

7. Each member (for purposes of this regulation joint owners shall be treated as a single member) shall be entitled to one written request every month.

8. There shall be no limits on the number of documents requested in a single document inspection request.

9. The member may inspect copies of records up to 8 hours in a given calendar month (although the member must schedule such time within the working hours of the Association's management office).

10. Unless the request is accompanied by a good faith estimate of copy and mailing charges, requests for the Association to give the member copies shall be rejected. Notwithstanding the foregoing, a member or his or her authorized representative may 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.

11. The Association shall charge \$20 per hour after the first half hour (the first half hour shall be free for the member) for the cost of any personnel to retrieve and/or copy the records requested. In no event shall the member be charged if the request to inspect and/or copy records is less than twenty-five (25) pages.

12. The Association shall not charge for the first twenty-five pages requested. Thereafter, the Association shall charge twenty-five (\$0.25) cents per page for each copy, or, if the volume of records requested require it, the Association's actual costs for an outside duplicating service.

13. The records of the Association shall be made available to a member within 45 miles of the property or within the county in which the condominium property is located.

14. Except as otherwise set forth by the President of the Association from time to time, all requests must be sent to the attention of the property manager. The board of directors and any other agent or employee or contractor of the Association, including the Association's attorneys and accountants, are not authorized by the Association to receive any requests.

15. To the extent allowable by applicable law, requests to review confidential settlements of litigations may be conditioned upon the execution of a confidentiality agreement.


16. In lieu of allowing a physical inspection of the Association's Official Records, the Association, at the Association's election, may make any or all such documents available through the Association's website.


17. Any change or amendment in §720.303, Florida Statutes, or of any interpretation by the Department of Business and Professional Regulation, shall be automatically incorporated into these regulations.

DATED: 11/19/2024

EAGLE TRACE COMMUNITY ASSOCIATION,
INC.

ATTEST:

By:  PAJS
Jeffrey Eisenmih, President


Abby De la Rocha, Secretary