

REQUEST TO ACCESS ASSOCIATION RECORDS

Today's Date: _____

Florida Statutes 720.303 (5) states:

The official records shall be maintained within the state for at least 7 years and shall be made available to a parcel owner for inspection or photocopying within 45 miles of the community or within the county in which the association is located within 10 business days after receipt by the Board of Governors or its designee of a written request.

To the Board of Governors or its designee of Eagle Trace Community Association, Inc.:

I request to inspect and copy the following official records of the association:

List of each document to be inspected and/or copied

Name: _____

Signature: _____

Address: _____

Phone Number: _____

Please note that Florida Statute 720.303 (5) (c) states:

The association may impose fees to cover the costs of providing copies of the official records, including the costs of copying and the costs required for personnel to retrieve and copy the records if the time spent retrieving and copying the records exceeds one-half hour and if the personnel costs do not exceed \$20 per hour. Personnel costs may not be charged for records requests that result in the copying of 25 or fewer pages. The association may charge up to 25 cents per page for copies made on the association's photocopier.

Office Use Only

Above records provided on _____ via _____