

ISLE OF CAPRI NEIGHBORHOOD ASSOCIATION, INC.

RULES AND REGULATIONS REGARDING OFFICIAL RECORDS INSPECTIONS

I. DEFINITIONS.

- A. **Copy** shall mean a copy of a record reproducible in its entirety on one side of either a single 8 1/2 x 11 or a single 8 1/2 x 14 sheet.
- B. **Official Records** are those records the Association are required to maintain pursuant to Chapter 720, Florida Statutes, which is also known as Florida's Homeowners' Association Act (hereinafter the "HOA Act"), as amended from time to time, and otherwise not excluded by law, rule, or court decision.
- C. **Record** shall mean a document or group of documents relating to a particular matter. By way of example, the following constitute one (1) record each: monthly phone bill as sent by the utility, monthly bank statement with enclosures as sent by the bank, the general ledger of a particular fund for one month, a paid invoice from one vendor as sent by that vendor, and the minutes of a meeting held at one particular time and date. The designated Manager of the professional management company ("Manager") shall, in his or her sole discretion, determine what constitutes a single record. Under no circumstances does a record include any document not already in existence.
- D. **Lot or Home** means a residential lot, a single family home constructed thereon and a membership interest in the Association, as described in the Declaration.
- E. **Owner** means the record owner of legal title to a Lot or Home within the Isle of Capri [record inspection and copying only, the term "Owner" also includes an Owner's authorized representative as designated in writing signed by the Owner and provided to the Manager in advance of the exercise of any authority thereunder.
- F. **Protected Record** shall mean a document that is not accessible to a member or member's representative as currently set forth in Section 720.303(5)(c)1.-7., of the HOA Act, and

¹ All references to sections of the HOA Act are as of 2025, which may be subsequently amended and renumbered from time to time, and therefore do not require future updating.

therefore exempt from inspection. The Association is not liable for the disclosure of information that is protected under Section 720.303(5)(c)6. if the information is included in an official record of the Association and is voluntarily provided by an owner and not requested by the Association.

- G. Time Periods.** When computing time periods herein, the day of the event from which the designated period of time begins to run shall not be included, nor shall any intervening Saturday, Sunday, legal or public holiday. The last day of the period so computed will be included unless it is a Saturday, Sunday, legal or public holiday, in which event the period shall run until the end of the next day that is neither a Saturday, Sunday, legal or public holiday. Legal and public holidays as used herein shall be deemed to be those holidays specified in Chapter 683, Florida Statutes as amended from time to time.
- H. Business Day** shall be deemed to mean Monday, Tuesday, Wednesday, Thursday, or Friday that is not a legal holiday as defined above, between the hours of 9:00 a.m. and 5:00 p.m. local time.

II. INSPECTION AND COPYING.

- A.** An Owner desiring to inspect the official records of the Association shall submit the request to the Association's on site office or professional management company's office in writing via certified mail or hand delivery to professional management company, currently:

Watson Association Management
1648 SE Port St. Lucie Blvd
Port St. Lucie, FL 34952

A Request received via electronic transmission (e.g., email, text message) **will not** be considered to be delivered properly and denied in its entirety. The request must be legible. The request should describe to the extent practicable or known to the Owner each record, or category of records as listed in Section 720.303(4) of the HOA Act the Owner desires to inspect. To the extent the Owner wishes to inspect Official Records spanning a specified period of time within the retention period the Association is obligated to maintain such records pursuant to the HOA Act, the Owner should specify the pertinent dates or time periods the Owner wishes to inspect and potentially copy.

- B.** An Owner right to inspect the official records of the Association is limited to one (1), eight (8)-hour business day per month, if the request is voluminous, in accordance with Section 720.303(5)(c) of the HOA Act.
- C.** The Association is not required to locate the requested records from all of the official records requested by a Owner.
- D.** The inspection will be under the supervision of a person or persons designated by the Association to monitor and assist in the record inspection. The President may institute any supervision or reasonable security measures with regard to the record inspection he or she deems appropriate.
- E.** During the record inspection, no mark whatsoever shall be made on any record, nor shall any pages affixed together by staple, paperclip, or other means be disassembled, nor shall the records being inspected be altered from the sequence in which they are presented for the inspection. Further, no record inspection shall occur under circumstances which cause the record to leave the control of the Association, nor shall any record be removed from the location of the inspection for any reason whatsoever.
- F.** The right to obtain copies of records is incidental to, and a part of, the inspection of records. During the inspection of records, an Owner or authorized representative may request the Association to copy any document by placing a paperclip, Post-It Note, or other similar marking device on the document or documents of which copies are desired, and by advising the supervising person of the number and location of said marking devices.
- G.** If during the inspection of the records, the Owner has determined the need or desire for a copy of said record, the Association shall make or obtain those copies and provide same to the Owner subject to the Association receiving prior payment to produce such copies.
- H.** The Association is not required to make and/or mail or deliver record copies to the Owner or an authorized representative upon demand; but rather the Owner or authorized representative can obtain record copies or request same, as detailed herein, during the inspection.
- I.** There will be no charge for the cost of copying official records requested to be copied if the time spent retrieving and copying the records does not exceed one-half hour. If the time spent retrieving and copying the records requested exceeds one-half hour, the Association will charge \$20.00 per hour for the personnel costs associated with retrieving and copying the requested records. There will be no charge for personnel costs for records requests that result in the copying of 25 or fewer pages.
- J.** If copies of records requested by an Owner are made on the Association's copier, the sum of 25 cents per page will be charged to the Owner, which must be paid in advance, said payment to be business or personal check. Cash will not be accepted. The Association shall, at its option prepare record copies on single-sided sheets or duplexed. A duplexed

copy shall be, for the purposes of the 25 cents per page charge, two copies. The Association shall not, however, be required to copy two separate documents on a single page for the purposes of minimizing the per page copy cost.

- O.** If the Association photocopy machine is unavailable during a records inspection, or if the records requested to be copied exceed 25 pages in length, the Association may have copies made by an outside duplicating service and may charge the Owner the actual cost of copying, as supported by the vendor invoice. The Association shall maintain an adequate number of copies of the recorded governing documents, to ensure their availability to members and prospective members.
- P.** Notwithstanding the foregoing, an Owner or the Owner's representative shall be entitled to 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 in lieu of the Association providing the Owner or his or her authorized representative with a copy of such records. The Association may not charge a fee to a Owner or his or her authorized representative for the use of a portable device.

III. MANNER OF INSPECTION.

- A.** All persons inspecting or requesting copies of records shall conduct themselves in a courteous and businesslike manner and shall not interfere with the operation of the Association office or place where the records are otherwise inspected or copied.

IV. ENFORCEMENT OF INSPECTION AND COPYING RULES.

- A.** Any written request for inspection of the Association's Official Records that does not comply with these Rules will be denied.
- B.** Verbal requests for inspection or copying will neither be honored nor acknowledged.
- C.** The Association may take any available legal action to enforce these Rules, including but not limited to, imposing fines and seeking injunctive relief.