

SEVILLE CONDOMINIUM 12, INC.
Resolution Regarding Inspection and Copying of Official Records

WHEREAS, the Board of Directors (the "Board") of Seville Condominium 12, Inc. (the "Association") is charged with the responsibility of administration, operation, and maintenance of Seville Condominium 12 condominium, pursuant to the Declaration of Condominium Ownership of Seville Condominium 12 ("Declaration"), the Articles of Incorporation of Seville Condominium 12, Inc. ("Articles"), By-Laws of Seville Condominium 12, Inc. ("Bylaws"), and the rules and regulations, as may be amended (collectively referred to as the Association's "Restrictions"); and

WHEREAS, the Association is a condominium association governed by Chapter 718, Florida Statutes and the Association's Restrictions;

WHEREAS, Chapter 718 of the Florida Statutes allows every Member or the Member's authorized representative, to inspect certain official records and obtain copies, excluding those records that are exempt from production by law;

WHEREAS, Section 718.111(12)(c), Florida Statutes, permits the Association to adopt reasonable written rules governing the frequency, time, location, notice, records to be inspected, and manner of inspections.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Section 718.111(12)(c), of the Florida Statutes, the following policy has been adopted by the Association's Board of Directors.

RESOLUTION REGARDING INSPECTION AND COPYING OF OFFICIAL RECORDS

1. The recitals set forth above are incorporated herein by reference.
2. Every Member or the Member's authorized representative, as designated in writing (hereinafter referred to as "Member"), shall have the right to inspect and copy the official records pursuant to these rules.
3. The official records available for inspection and copying are those designated by the Florida Condominium Act, as amended from time to time.
4. Any requests by a Member of the Association to inspect official records or obtain copies of such records shall be in writing and shall be sent by certified mail to the office of the Association's management company. Any communications sent by email to the management company or the Board of Directors are not deemed to be received by the Association. Communications sent by email or U.S. Mail to the individual homes of Directors or Officers are not deemed received by the Association.
5. Each request must include an address and a telephone number where the Member may be contacted. An e-mail address is also recommended.
6. The written request must specify the particular records requested for the inspection, including pertinent dates or time periods. The request must be sufficiently detailed to allow the

Association to retrieve the records requested. Inspection or copying of Records shall be limited to those Records specifically requested in advance, in writing.

7. Inspections will be arranged, by appointment only, at a time and place to be designated by the Association, between the hours of 9 a.m. and 5 p.m. Monday through Friday. Inspections are generally intended to take place at the offices of the Association's management company, but under special circumstances, the Board of Directors, or its Agent may designate that such inspections take place at another location.

8. Member inspections are limited to a maximum of two (2) requests within a thirty (30) day period, for a maximum of eight (8) hours of inspection time within a thirty (30) day period.

9. Official Records will not be researched. For example, a request to "provide the electric bills for the five most expensive months during the past four years" would not be acceptable. A request to "provide access to all electric bills for the past four years" would be acceptable.

10. Neither the Association, or its agent will be required to interpret any document found within the Official Records and need not answer questions for a Member during the course of the inspection of the official records.

11. No document or report will be created in a format other than that document or report as kept in the ordinary course of business. To accommodate a request for inspection of the Official Records, records which may have been kept in an electronic format may be presented in electronic format on a computer screen and/or printed for the Member.

12. There may be a witness present during the inspection. In the event that the conduct of a Member during the inspection of the Official Records becomes disruptive or otherwise inappropriate for the location of the inspection, the inspection may be terminated at the discretion of the Association, or its agent.

13. No Member may mark, write upon, alter or remove any portion of the Official Records. Any violation of this provision may result in a suspension of that Member's right to inspect the Official Records.

14. If a Member desires to obtain a copy of any record, the Member shall designate in writing which record is desired, or during an inspection the Member may designate such record by use of a tab or clip upon the pages desired. Any written request shall designate the specific record or portion thereof. Copies of the records shall be available within five (5) working days of receipt of the request. In the event the above referenced timeframe is impracticable due to the voluminous nature or condition of the records, then copies will be made available as soon as possible.

15. No inspection or copying of records shall be conducted in a manner to harass any Member, resident or Association agent, officer, director, manager or employee.

16. 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

shall assign one staff person to assist in the inspection and all requests for further assistance and copying during inspection shall be directed only to that staff person.

17. The cost for copies will be \$.25 cents per page, or such other amount as may be determined from time to time, to the maximum extent permitted by law. All copying will be done by the personnel at the office where the records are inspected, unless the Association chooses to have the copies made by an outside vendor, in which case the actual cost of copying will be charged to the Member requesting the records, payable in advance of copying.

18. Reasonable costs of personnel and other administrative costs, required to respond to and comply with any request, may also be charged to the requesting Member to the maximum extent permitted by law.

19. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith and actually complies with these rules.

20. Any written requests for inspection or copying not complying with these rules shall not be honored.

21. The Board of Directors may take any available legal action to enforce these rules, should the need arise.

IN WITNESS WHEREOF, the Board of Directors has approved the provisions hereof on 6/23/24, at a duly called meeting of the Board at which a quorum was present, in accordance with the Association's Restrictions, and amends and supersedes any prior or inconsistent related rules.



Christopher Czerar, President

Date 6/23/24



Patrick Curran, Secretary

Date 6/23/24