

RESOLUTION OF BOARD of DIRECTORS
For SPANISH ISLES PROPERTY OWNERS' ASSOCIATION, INC.

The Board of Directors of the SPANISH ISLES PROPERTY OWNERS' ASSOCIATION, INC. (hereinafter referred to as "ASSOCIATION"), held a meeting on March 5, 2020, at 6 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, Florida Statutes 720.303(4) 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 Directors of SPANISH ISLES PROPERTY OWNERS' ASSOCIATION, INC., 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 unless otherwise specifically provided for by the Association. E-mails 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 F.S. 720.303(5) which consists of, to the extent such documents may 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 Association.

F. The minutes of all meetings of the board of directors and of the members, which minutes must be retained for at least 7 years.

G. A current roster of all members and their mailing addresses and parcel identifications. The Association shall also maintain the electronic mailing addresses and the numbers designated by members for receiving notice sent by electronic transmission of those members consenting to receive notice by electronic transmission. The electronic mailing addresses and numbers provided by members to receive notice by electronic transmission shall be removed from Association records when consent to receive notice by electronic transmission is revoked.

H. All of the Association's insurance policies or a copy thereof, which policies must be retained for at least 7 years.

I. A current copy of all contracts to which the Association is a party, including, without limitation, any management agreement, lease, or other contract under which the Association has any obligation or responsibility. Bids received by the association for work to be performed must also be considered official records and must be kept for a period of 1 year.

J. The financial and accounting records of the association, kept according to good accounting practices. All financial and accounting records must be maintained for a period of at least 7 years. The financial and accounting records must include:

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 F.S. 720.401(1).

L. All other written records of the Association not specifically included in the foregoing 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 as described in F.S. 90.502 and any record protected by the work-product privilege, including, but not limited to, a record prepared by an association attorney or prepared at the attorney's express direction that reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the association and which was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings or which was prepared in anticipation of such litigation or proceedings until the conclusion of the litigation or proceedings.

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, including, but not limited to, disciplinary, payroll, health, and insurance records. For purposes of this subparagraph, the term "personnel records" does not include written employment agreements with an Association or management company employee or budgetary or financial records that indicate the compensation paid to an Association or management company employee.

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 member 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 that allows the manipulation of data, even if the member owns a copy of the same software used by the Association.

4. 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.

5. 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.

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

7. 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 or other such location designated for the inspection).

8. Unless the request is accompanied by a good faith estimate of copy and mailing charges, requests for the Association to give the unit owner 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.

9. 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.

10. The Association shall not charge for the first twenty-five pages requested, including, but not limited to, the print out of any electronic record. 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.

11. The 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 in lieu of the association's providing the member or his or her authorized representative with a copy of such records.

12. The Member shall not be allowed to attach any device, including an external electronic storage or other peripheral, to the computer system at the place of inspection.

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

12. 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.

13. Requests to review confidential settlements of litigations may be conditioned upon the execution of a confidentiality agreement.

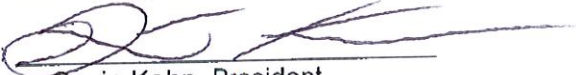
14. Any change or amendment in F.S. 720.303, or of any interpretation by the Department of Business and Professional Regulation, shall be automatically incorporated into these regulations.

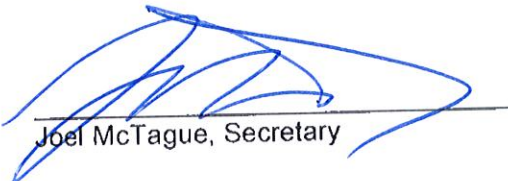
DATED: 3-5-20

SPANISH ISLES PROPERTY OWNERS'
ASSOCIATION, INC.

ATTEST:

By


Gavin Kahn, President


Joel McTague, Secretary