

APPROVED

Procedure of Inspection of Association Records

1. Any request by members of the Association who wish to inspect official records or obtain copies of such records, shall be in writing, and shall be mailed to the office of the Association @ Sandpiper POA, 5883 Mallard Drive, Lakeland, FL 33809. NO communications or requests by fax or e-mail will be accepted.
2. Each request must include an address and telephone number where the owner may Be contacted.
3. Any homeowner requesting that records be produced must state in detail the Specific records that they wish to inspect or copy.
4. Inspections will be arranged at a time and place to be designated by the Association, during business hours Monday-Friday. All inspections are limited to a maximum of one request per month for any member, for a maximum of (8) hours of inspection time, which can be scheduled on more than one day, base upon the amount and time and number of records involved.
5. Inspections should take place at the office of the Association, but under special Circumstances the Board of Directors or the manager may designate that such inspection take place at another location in the building. (Conference Room).
6. The cost for copies will be .50 cents per page, and the office personnel must do all copying where the records are inspected.

Adopted by the Board of Directors

2/22/08