

STONEWOOD TOWERS PROCEDURE NO. 3

Subject: Official Records

REFERENCE: Section 718.111 9120, Florida Statutes.

Background:

In compliance with the above referenced, the official records of Stonewood Towers Condominium Association are open to inspection by any Association member or his/her authorized representative. The right to inspect the official records includes the right to obtain copies at the current price of twenty cents per copy.

Procedure:

1. A complete listing of the official records of Stonewood Towers Condominium Association is contained in the reference cited above. In general, these records include our Documents, House Rules, minutes, roster of all owners, insurance policies, management agreements, contracts and bids on contracts, all financial records, audits and reviews, ballots and voting records and any other record relating to any of these. Again, for the complete list, see Chapter 718, Florida Statutes.
2. The official records of the Association are maintained in the Manager's office located in the Recreation Building and may be reviewed during normal duty hours. During busy days, an appointment may become necessary and can be obtained by phoning 783-7879. Official records will not be removed from the Manager's office.
3. Records that shall not be available to unit owners include certain legal communications with an Association attorney (See Chapter 718), information obtained with the approval of a lease, sale, or transfer of a unit, and medical records of unit owners.
4. Failure by the Association to provide access to the official records within 5 working days after receiving a legitimate written request could result in actual damages or minimum damages of \$50 per day beginning on the 6<sup>th</sup> day and continuing for 10 days.

FOR THE BOARD OF ADMINISTRATION

Richard Rist, Secretary