MISSION HILLS CONDOMINIUM ASSOCIATION, INC.
RESOLUTION OF THE BOARD OF DIRECTORS
RECORDS REQUEST POLICY

Upon motion duly made by _EUDORA PARTRIDGE_ duly seconded by _ART HOUSE_, the following Resolution regarding the policy of the Board of Directors was adopted at a duly-noticed Board meeting on _MARCH 2_, 2021 by at least a majority vote of the Board of Directors.

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

WHEREAS, Section 718.111(12), Florida Statutes, allows the Association to adopt rules regarding the frequency, time, location, notice, records to be inspected, and manner of inspections and copying:

NOW, THEREFORE, it is hereby resolved as follows:

1. Requests to inspect the records of the Association may be made by an owner or their agent, as designated in writing by the owner. Requests shall be limited to one (1) request per owner, per month.

2. All requests to inspect the records shall be made in writing, in hard copy, and sent to the Association's property manager, via certified mail. No faxed, emailed, electronic, or otherwise submitted requests shall be accepted.

3. At the time a request is received by the property manager, it shall be date-stamped, and that date shall be deemed the date the records were requested.

4. Upon receipt of the request, an authorized representative of the Association will contact the requesting party, in writing, to schedule an appointment to review the records or make alternate arrangements for procurement of the requested records. The requesting party shall be afforded the equivalent of one 8-hour business day per month for inspection at the property management office. Inspection time shall not exceed 4 hours in any given day.

5. Documents shall be produced as they are kept in the ordinary course of business; however, records kept in an electronic format may, in the discretion of the Association or its agent, be printed for inspection by the requesting party. The Association shall not be required to produce any report not kept in the ordinary course of business or alter the format of any record to satisfy a specific request.

6.   Copies shall be made at a cost of $.25 per page. The owner shall be charged $20.00 per hour for the cost of personnel to retrieve and/or copy the records, or monitoring your inspection of the records, if the time spent retrieving, copying and/or inspecting the records exceeds one-half hour. If the records requested to be copied exceed 25 pages in length, the association may have copies made by an outside vendor and may charge the owner the actual cost of copying.

7.   Records may not be republished on social media or otherwise distributed to the public unless in connection with the sale of a Unit or as required by law.

8.   All Written Inquiries shall be made by certified mail to the Association's property manager. The Association shall only answer one (1) Written Inquiry per owner in any given thirty (30) day period. Each additional Written Inquiry received within the thirty (30) day response period shall be answered in the subsequent thirty (30) day period(s).
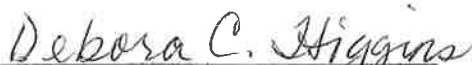
A copy of this Resolution shall become a part of the corporate records of the Association, and shall be kept with the other policy resolutions and supplement the rules and regulations of the Association.

This Resolution shall be signed by the President of **MISSION HILLS CONDOMINIUM ASSOCIATION, INC.** and a copy of this Resolution shall be furnished to all owners to be placed with their governing documents.

MISSION   HILLS   CONDOMINIUM ASSOCIATION, INC.

By: _____
          Kalookal M. Hunt . President

ATTEST:

Debora C. Higgins
DEBORA C. HIGGINS, Secretary