

# **THE ROSE BAY HOMEOWNERS ASSOCIATION, INC.**

## **REQUEST TO ACCESS ASSOCIATION RECORDS**

Today's Date: \_\_\_\_\_, 20\_\_\_\_.

Florida law provides that the official records of the association are open to inspection by any association member or the authorized representative of such member at all reasonable times. The records of the association shall be made available to a unit owner within 45 miles of the condominium property or within the county in which the condominium property is located within 10 working days after receipt of written request by the board or its designee. Further, the failure of an association to provide the records within 10 working days after receipt of a written request shall create a rebuttable presumption that the association willfully failed to comply. See FL Statutes 720, 303.

**THE BOARD OF DIRECTORS OR ITS DESIGNEE OF The Rose Bay Homeowners Association, INC:**

**Name:** \_\_\_\_\_

**Adress:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I Request to inspect and copy the following official records of the association:

List of each document to be inspected	Was the document provided?	Comments
	Yes / No	
	Yes / No	
	Yes / No	

This request to access records of the association and records checklist is designed to facilitate the inspection process.

**DIRECTIONS TO UNIT OWNER:** In the space provided on the previous page, enter the date, and specifically identify and list the documents to be inspected and/or copied.

In order to alleviate potential problems and to expedite the process, it is recommended that you narrow your request as much as possible for each issue targeted. Print your name, unit number, and telephone number at the top of the page. Send the original to the board or its designee and keep a copy for your use.

Delivery of the request to the board or its designee should be made either by USPS Certified mail or by return receipt requested.

Once the association has received the request, the BOD or its designee will contact you to set up the appointment.

At the inspection, first inventory the documents provided against this list of requested records. If the document requested is provided circle yes, if not, circle no.