

Rose Bay Documents Inspection Request Process

All members of the Rose Bay Homeowners Association have access to the community records, these records can be found in the section of MY ACCOUNT [My Account – Rose Bay HOA](#).

Please register to have access to it.

Procedure:

1. Fill the form below with your information and Items to be inspected.
2. There are only three (3) categories of items to be inspected per request.
 - a) The articles of incorporation, Bylaws, Covenants, and Rules of the association
 - b) Financials (Financial statements, and financial reports)
 - c) Taxes
 - d) Receipts and expenditures.
 - e) Budget
 - f) Insurances
 - g) Minutes and Agenda
 - h) Vendors and Contracts
 - i) Estimates / Bid
 - j) Ballots and BOD Certificates
3. The Delivery of the request to the board or its designee should be made either by USPS-certified mail or by return receipt requested.
4. After the first request, the homeowner of the parcel must wait 30 days to make a new request.
5. Fees to cover the costs required for personnel to retrieve the documents:
 - a) For the association to retrieve the documents requested on the inspection, the homeowner needs to bring a money order for **\$20, payable to: The Rose Bay Hoa**.
 - b) An association shall allow a member or his or her authorized representative to 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.
 - c) The association must provide parcel owners with copies on request during the inspection if the entire request is limited to no more than 25 pages.
After 25 pages, the homeowners will have to pay **25 cents per page** for copies made on the association's photocopier.

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 homeowners association property or within the county in which the condominium property is located within 10 working days after receipt of a 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: § **720.303** Florida Statutes.

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

Name: _____

Address: _____

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 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 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.