

**SANDPIPER TOWERS
CONDOMINIUM ASSOCIATION, INC.**

205 A-1-A S. PATRICK SHORES, SUITE 100
SATELLITE BEACH, FL 32937

**BOARD MADE RULES AND REGULATIONS
GOVERNING REQUESTS TO REVIEW SANDPIPER TOWERS
CONDOMINIUM ASSOCIATION, INC.'s
OFFICIAL RECORDS**

Policy for the Request to View Association Records

Approved By: Board of Directors

Date Approved: Dec. 3rd, 2022
Effective Date: Dec. 3rd, 2022
Revised: _____, 2022

OVERVIEW

Description:

The Board of Directors is required by the section 718.111(12)(c), Fla. Stat. to produce for review to any requesting owner, all association records with exclusions of certain records as set forth below.

Purpose/Rationale:

To provide reasonable access to the Association's Official Records in accordance with Florida law.

Applicability:

This policy applies to all unit owners. A renter of a unit has a right to inspect and copy only the declaration of condominium, the association's bylaws and rules, and reports described in ss. [553.899](#) and [718.301](#)(4)(p). (milestone inspection report)

Failure to Comply:

Residents who do not follow these Board made Rules and Regulations and guidelines for requesting and inspecting official records, may be asked to re-submit requests, delaying the process, or such requests to review official records may not be considered.

POLICY & PROCEDURE

For any record required to be maintained by section 718.111(12)(a), Fla. Stat., and not subject to section 718.111(12)(c)3a, Fla. Stat., the Board of Directors of Sandpiper Towers Condominium Association Inc. hereby adopt the following Rules and Regulations Governing Records Requests.

1. All requests to review official records made by a record unit owner(s) or their designated representative must be sent by certified US mail, and received by the President or Secretary of the Board of Directors, or their agent, at the Association mailing address (currently 205 A-1-A S. Patrick Shores, Suite 100, Satellite Beach, FL 32937).

SANDPIPER TOWERS CONDOMINIUM ASSOCIATION, INC.

205 A-1-A S. PATRICK SHORES, SUITE 100
SATELLITE BEACH, FL 32937

2. A Unit Owner's request to review Official records will be effective on the date in which the Association receives the request.
3. The unit owner will be notified by a Board member or the Association's Agent of date and time to view records either in writing or by electronic mail.
4. All meetings for purposes of providing access to Official Records will be held at 205 A-1-A S. Patrick Shores, Suite 100, Satellite Beach, FL 32937, during business hours of 9:00 am to 4:00 pm Monday through Friday, unless directed otherwise by a Board member, or their agent. The Board may, at their discretion, provide or send copies of records being requested via regular US mail, email, or hand delivery, to the owner requesting such records.
5. Should a unit owner/representative require copies of any association document, said unit owner or their authorized representative may 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 in lieu of the association's providing the member or his or her authorized representative with a copy of such records. Should a unit owner/representative request that the Association provide copies of a document(s), the Association may provide such copies at the Association's first available opportunity for a charge of .25 cents per page and thereafter provided or forwarded to said unit owner/representative via regular US mail, email, or hand delivery. The Association is not obligated to generate copies of documents for unit owners, other than copies of the Declaration, Articles of incorporation, Bylaws, and Rules and Regulations, and all amendments to each of the foregoing, as well as the question and answer sheet as described in s. [718.504](#) and year-end financial information required under Chapter 718, Fla. Stat. The charge of .25 cents per page shall also be charged to the unit owner/representative, and due upon request, for copies of the Declaration, Articles of incorporation, Bylaws, and Rules and Regulations, and all amendments to each of the foregoing, and the question and answer sheet as described in s. [718.504](#) and year-end financial information required under Chapter 718, Fla. Stat.
6. The following records are not accessible to unit owners, as more particularly set forth in section 718.111(12)(c)3, Fla. Stat.:
 - i. Any record protected by the lawyer-client privilege and any record protected by the work product privilege;
 - ii. Any record containing information obtained by the Association in connection with the approval of the lease, sale, or other transfer of a unit;
 - iii. Any record containing personnel records of the Association or its management company's employees or workers;
 - iv. Any record containing medical records of unit owners and residents;

SANDPIPER TOWERS CONDOMINIUM ASSOCIATION, INC.

205 A-1-A S. PATRICK SHORES, SUITE 100
SATELLITE BEACH, FL 32937

- v. Any record containing personal information of unit owners, as more particularly set forth under section 718.111(12)(c)3e, Fla. Stat.
 - vi. Any record containing electronic security measures that are used by the association to safeguard data, including but not limited to passwords, and other software and operating systems used by the Association allowing for the manipulation of data;
 - vii. The software and operating system used by the association which allow the manipulation of data, even if the owner owns a copy of the same software used by the association; and
 - viii. All affirmative acknowledgments made pursuant to s. 718.121(4)(c).
7. Only the unit owner(s) of record who submits the record request, and/or their representative, will be permitted to attend the record review meeting.
 8. Redundant or duplicative record requests will not be accepted or considered. For example: a request for invoices from contractor for Jan-April, followed by the same request less than three (3) months later constitutes a redundant or duplicative request; a request made by a co-owner of a Unit, requesting the same records that another co-owner requested earlier constitutes a duplicative or redundant request etc.
 9. No Unit Owner or co-owners of a unit may submit more than two (2) requests for inspection and/or copying of Official Records in a 45-day period, and no Unit Owners shall be entitled to utilize more than eight (8) hours per month, of the Association's or the Association's agent's time in a 45-day period for purposes of administering an owner's records request. For in person inspection of records, the Association is authorized to supervise members' inspection of such records.
 10. Unit Owners shall not alter the records in any manner.
 11. Unit owners shall refrain from engaging or making derogatory or inappropriate comments towards the person(s) administering the records inspection on behalf of the Association, or expecting explanations or analysis of records being inspected.
 12. Unit Owners are asked to exercise their right to inspect records in good faith, and not exercise their inspection or copying rights in order to harass any other member or resident, association agent, officer, director, or employee.
 13. All Unit Owners making records requests shall conduct themselves in a businesslike manner and shall not interfere with the operation of the association where the inspection or copying is taking place. The Association may assign person(s) or agent(s) to administer and supervise said inspection.
 14. Responding to and administering requests for access to Official Records is time

**SANDPIPER TOWERS
CONDOMINIUM ASSOCIATION, INC.**

205 A-1-A S. PATRICK SHORES, SUITE 100
SATELLITE BEACH, FL 32937

consuming, and may incur significant expenses for the Association, which are paid for by all members as a common expense.

Reference(s):

Florida Condominium Act 718.111(12)

Florida Administrative Code 61B-23.002 and 61B-23.0021

**SANDPIPER TOWERS
CONDOMINIUM ASSOCIATION, INC.**

205 A-1-A S. PATRICK SHORES, SUITE 100
SATELLITE BEACH, FL 32937

OFFICIAL RECORDS REQUEST FORM

TO: Board of Directors of Sandpiper Towers Condominium Association, Inc.

As a Unit Owner and Member of the Condominium Association and pursuant to §718.111(12), *Florida Statutes*, the undersigned hereby requests to inspect and copy the following official records of the Association:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

This written request is made pursuant to s. 718.111(12), *Florida Statutes*, and has been sent via certified mail pursuant to Sandpiper Towers' Board Made Rules and Regulations Governing Records Requests.

Please provide the undersigned with an appointment to review the records requested above.

Signature: _____

Printed Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Date: _____