

**TWIN LAKES OF BRANDON HOMEOWNERS ASSOCIATION, INC.**

**RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING  
PROCEDURES FOR INSPECTION OF OFFICIAL RECORDS OF THE ASSOCIATION**

WHEREAS, Chapter 720 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, the statutes allow the Association to adopt rules regarding the frequency, time, location, notices, records to be inspected, and manner of record inspections and copying:

NOW, THEREFORE, it is hereby resolved as follows:

1. Any requests by Members of the Association to inspect official records or obtain copies of such records shall be in writing and shall be sent by certified mail to the office of the Association's management company, Greenacre Properties, Inc., 4131 Gunn Highway, Tampa, Florida, 33618, via U.S. Mail. Any communications sent by email to the management company or the Board of Directors are not deemed to be received by the Association. Communications sent by email or U.S. Mail to the individual homes of Directors or Officers are not deemed to be received by the Association.

2. Each request must include the requestor's name (Member or Member's authorized representative), an address, and a telephone number where the Member may be contacted. An e-mail address is also recommended.

3. Any Member requesting that records be produced must state in detail the specific records that they wish to inspect or copy. Inspection or copying of Records shall be limited to those Records specifically requested in advance, in writing.

4. Inspections will be arranged, by appointment only, at a time and place to be designated by the Association, during business hours Monday through Friday, excluding holidays. Inspections are generally intended to take place at the offices of the Association's management company, but under special circumstances the Board of Directors, or its Agent may designate that such inspections take place at another location.

5. All inspections are limited to a maximum of 8 hours of inspection time.

6. Official Records will not be researched. For example, a request to "provide the electric bills for the five most expensive months during the past four years" would not be acceptable. A request to "provide access to all electric bills for the past four years" would be acceptable.

7. Neither the Association, nor its Agent, will be required to interpret any document found within the Official Records and need not answer questions for a Member during the course of the inspection of the official records. Questions can be submitted to the Board of Directors via the management company for a later response by the Board or management.

8. No document or report will be created in a format other than that document or report as kept in the ordinary course of business. To accommodate a request for inspection of the Official Records, records which may have been kept in an electronic format will be printed so that they can be reviewed by the Member.

9. There will be a witness present during the inspection. In the event that the conduct of a Member during the inspection of the Official Records becomes disruptive or otherwise inappropriate for the location of the inspection, the inspection may be terminated at the discretion of the Association, or its agent.

10. No Member may mark, write upon, alter or remove any portion of the Official Records. Any violation of this provision may result in a suspension of that Members right to inspect the Official Records.

11. The cost for copies will be \$0.50 per page, or such other amount as may be determined from time to time, to the maximum extent permitted by law. All copying will be done by the personnel at the office where the records are inspected, unless the Association chooses to have the copies made by an outside vendor, in which case the actual cost of copying will be charged to the Member requesting the records.

12. Reasonable costs of personnel and other administrative costs, required to respond to and comply with any request, may also be charged to the requesting Member to the maximum extent permitted by law.

13. Any written requests for inspection or copying not complying with these rules shall not be honored.

IN WITNESS WHEREOF, the Board of Directors of Twin Lakes of Brandon HOA at a duly noticed meeting of the Board of Directors at which a quorum was present, held on the 5th day of March, 2013, in the manner required by the Association's governing documents, has adopted the foregoing resolutions upon motion made by Howard Strahan (Vice President) and seconded by Troy Ligon (Treasurer) and passing with a vote of 4 in favor and 0 opposed; therefore, a majority of the Directors approved the resolution, which is to be made a part of the minutes of the meeting of the Board of Directors held on the 5th day of March, 2013.

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// SIGNED //

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// SIGNED //

Print Name: Louis Ferrucci  
Title: President

Print Name: Marty Davis  
Title: Secretary