

# POLICY REGARDING OFFICIAL RECORDS



1550 Marina Isle Way  
Jupiter, Florida 33477

## Policy Regarding Access to, Acquisition of, and Copying of Association Records

This policy is predicated on Florida State Statute 718(12), entitled OFFICIAL RECORDS, and follows all guidelines therein. Prior to requesting access to or copying of any records, please first refer to Florida State Statute 718(12) to make certain that you are entitled to your request.

1. Request for records must be in writing. Make your request specific so that it is clear to Office personnel what you are requesting. Specifics include subject/topic of the request, dates, and all other pertinent information that will assist Office personnel in quickly determining if you are entitled to your request and in efficiently accessing records related to your request. Your request should also indicate if you are requesting copies of records or merely wish to inspect records. If you inspect records and then decide that you want some or all of the records copied, this will be accomplished at the earliest convenience of Office personnel within State guidelines. All official Association business must be picked up by the owner from the Association office. Records will be provided within 10 working days after receipt of a written request as per Florida Statute 718.111 16. (c)
2. Members and Parcel Owners should make an appointment to inspect or collect records. Appointments should be made from 10:00 a.m. to 11:30 a.m. and from 2:00 p.m. to 3:30 p.m. during normal work days (Monday through Friday, excluding holidays).
3. Appointments should be made for no more than 30 minutes per day to avoid and minimize the disruption of daily administrative duties of Office personnel. Additionally, an Owner's right to inspect records cannot cumulatively exceed one 8-hour business day per month.
4. The cost for copying of records shall be 25 cents per page.
5. If the time spent retrieving and copying records exceeds one-half hour or if the records request results in the copying of more than 25 pages, charges for the use of personnel time will be included in the cost of meeting the request. This cost for personnel time will not exceed \$20 per hour.
6. A member or his/her 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/her representative with a copy of such records.

The following are not accessible to members or parcel owners (see 718.111(12)(c)(1-7). Please refer to these sections in their entirety in the Florida State Statute for additional specifics, as the items below are summarized.

1. Records protected by lawyer-client privilege, work-product privilege, and certain records prepared by an association attorney or prepared at the attorney's express direction.
2. Information obtained by an association in connection with the approval of the lease, sale, or other transfer of a unit.
3. Personnel records of association or management company employees.
4. Medical records of unit owners.
5. Personal information about unit owners. [See 718.111(12)(c)(5) for all categories of personal information that apply.]
6. Electronic security measures that are used by the association to safeguard data, including passwords.
7. The software and the operating system used by the association allowing the manipulation of data.