SOLIVITA COMMUNITY ASSOCIATION, INC.

RESOLUTION REGARDING INSPECTION AND COPYING OF OFFICIAL RECORDS

WHEREAS, the Board of Directors (the "Board") of Solivita Community Association, Inc. (the "Association") is charged with the responsibility of managing the affairs of the Association;

WHEREAS, Chapter 720 of the Florida Statutes allows every member or member's authorized representative, to inspect certain official records and obtain copies, excluding those records that are exempt from production by law;

WHEREAS, Section 720.303(5)(c), Florida Statutes, permits the Association to adopt reasonable written rules governing the frequency, time, location, notice, records to be inspected, and manner of inspections.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Section 720.303(5)(c), of the Florida Statutes, the following policy has been adopted by the Association's Board of Directors.

RESOLUTION REGARDING INSPECTION AND COPYING OF OFFICIAL RECORDS

1. The recitals set forth above are incorporated herein by reference.

2. 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:

   Solivita Community Association, Inc.
   Attn: HOA Management Company
   395 Village Drive, Suite C
   Kissimmee, FL 34759

3. 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.

4. Each request must include an address and a telephone number where the member may be contacted. An e-mail address is also recommended.

5. 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.

6. Inspections will be arranged, by appointment only, at a time and place to be designated by the Association, during business hours Monday through Friday. 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, such inspections may take place at another location. Alternatively or additionally, the Association may provide copies of records.

7. All inspections are limited to a maximum of one request per month for any member, for a maximum of 8 hours of inspection time.

8. 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.

9. Neither the Association, or 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.

10. 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 may be presented in electronic format on a computer screen and/or printed for the member.

11. There may 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.

12. 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.

13. The cost for copies will be $.25 cents 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.

14. 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.

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

IN WITNESS WHEREOF, the Board of Directors of Solivita Community Association, Inc. has approved the provisions hereof on April 23, 2024, at a duly called meeting of the Board at which a quorum was present.

_____ Date 4.23.24
Larry Anson, President

_____ Date 4.23.24
Jim Edge, Secretary