

BEAUMER CONDOMINIUM ASSOCIATION, INC.  
a Florida not for profit corporation

**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**ADOPTING RULES AND REGULATIONS GOVERNING**  
**INSPECTION AND COPYING OF ASSOCIATION RECORDS**

WHEREAS, Section 718.111(12)(c), Florida Statutes, authorizes the Association to adopt reasonable rules regarding the frequency, time, location, notice, and manner of records inspections and copying; and

WHEREAS, given the relatively small size of the community and the resources available to it, the Association has been required to commit what it believes to be an unreasonable amount of time, resources, and Association funds to comply with requests to inspect official records; and

WHEREAS, the Board determines that it is in the best interest of the Association to promulgate and adhere to rules governing document inspections and copying pursuant to the authority of Section 718.111(12)(c), Florida Statutes; and

WHEREAS, this Rule shall replace and supersede any rules governing inspection and copying of Association records previously adopted by the Board;

NOW THEREFORE BE IT RESOLVED by the Board of Directors of BeauMer Condominium Association, Inc., as follows:

(A) RECORDS DEFINED. The Official Records available for inspection and copying are those designated by Chapter 718, Florida Statutes (Florida Condominium Act), as it may be amended from time to time. No records other than those herein defined shall be available for inspection or copying.

(B) INSPECTION AND COPYING.

(1) A unit owner desiring to inspect records shall submit a written request by U.S. Mail or Certified U.S. Mail, Return Receipt Requested, to the Association at the official address of the Association, pursuant to the most recent online records of the Florida Secretary of State, Division of Corporations. The written request must specifically identify the particular records the unit owner desires to inspect or copy, including pertinent dates or time periods. The request must be sufficiently detailed to permit the Association to retrieve the records requested.

Requests by facsimile transmission, electronic mail (e-mail), or other means do not comply with this Resolution. Verbal requests do not comply with this Resolution.

(2) Inspection or copying of records shall be restricted solely to those records specifically designated in the written request for inspection or copying. No inspection or copying of any other records shall be permitted.

(3) If more than one owner desires to inspect the same records, the Association may require that such inspections are conducted at different times provided that co-owners may inspect records together. If an owner has designated an authorized representative, either the owner or

the authorized representative may inspect the records; however, both parties may not inspect the records together. However, this shall not preclude an owner from inspecting the records with the owner's representative if such representative is a Certified Public Accountant licensed to practice in Florida, or an Attorney at Law, admitted to practice in Florida.

(4) An owner shall not submit more than two (2) written requests for inspection of records per calendar month, regardless of the number of units owned. If a unit is owned by multiple owners, only two (2) written requests for inspection and copying are permitted for the collective owners per calendar month. The same records may not be requested more than one (1) time within the previous twelve (12) calendar months. No owner shall be entitled to inspect records for more than eight (8) hours cumulatively in any calendar month. At the request of either the Association or the owner, inspections may be broken up into segments, provided that two (2) inspection visits per calendar month shall be the maximum number of sessions in a calendar month, and eight (8) hours per calendar month shall be the maximum cumulative inspection time in a calendar month.

(5) Inspections of records shall be conducted at the office where the Association's records are maintained or at such other location as may be designated by the Association. Records shall not be removed from the location where the records are inspected. No marks or alterations shall be made to the records.

(6) Records shall be made available for inspection by the Association on or before the tenth (10<sup>th</sup>) working day after receipt of the written request. The Association shall notify the requestor that the records are available and the time, date, and place of the inspection. Inspections shall be made only during normal Association business hours or during the normal business hours of the location of inspection, if other than the Association office.

(7) Copies made by the Association shall be at the cost of twenty-five cents (25¢) per page. Copies will not be released until payment is made. The Association shall allow an owner 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 in lieu of the Association's providing the owner with a copy of such records. The Association may not charge an owner for the use of a portable device.

(8) The Association may comply with its obligation to make records available for inspection by providing them to the owner by electronic mail, the internet, or making them available in a computerized format readable with customary programs used in computers of consumers. If, however, an owner provides the Association with written notice that they do not have access to a computer, the Association must supply the records in paper format.

(D) MANNER OF INSPECTION.

(1) For purposes hereof, an owner and the owner's authorized representative shall be considered one person. If inspection is requested by any person other than a record owner of the unit, said request shall not be recognized by Association unless and until the record owners designate such person, in writing, as their authorized representative, or unless such person is an Attorney at Law admitted to practice in the State of Florida.

(2) All persons inspecting or requesting copies of records shall conduct themselves in a courteous manner and shall not interfere with the operations of the Association office and the duties of its personnel, or the office where the records are otherwise inspected or copied or the duties of their personnel. The Association office, or office of inspection, may assign a staff person or other



person to assist in the inspection and all requests for further assistance and copying during inspection shall be directed to that staff person.

(E) ENFORCEMENT OF INSPECTION AND COPYING RULE.

(1) Any violation of this Resolution may result in the immediate suspension of the inspection until the violator agrees in writing to comply herewith.

(2) Any requests for inspection not complying with this Rule need not be honored, but in such cases the Association shall mail, or hand deliver a written response to the person requesting inspection and shall indicate how the request fails to comply herewith.

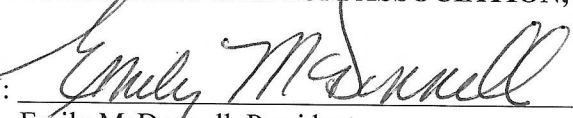
(3) The Board of Directors may take whatever appropriate legal action is available against any person who fails to comply with this Resolution, including but not limited to the levy of fines or suspension of use rights subject to the requirements of law.

(4) Nothing in this Resolution shall be construed as a limitation or restriction upon any of the Association's rights or remedies, or act as an election of remedies. All rights and remedies available to the Association shall be cumulative.

(5) The Board of the Association, or the Manager (under the direction of the Board), shall have the authority to interpret and implement the provisions of this Resolution and make decisions and judgments arising hereunder on a case by case basis.

22 This Resolution was duly adopted at a duly noticed meeting of the Board of Directors held on the day of April 2024.

**BEAUMER CONDOMINIUM ASSOCIATION, INC.**

BY:   
Emily McDonnell, President

Date: 4/22/2024