

**PARK PLACE AT THE LAKES CONDOMINIUM
ASSOCIATION, INC.**

RULES AND REGULATIONS.

Revised May 2023

1. VEHICLES PERMITTED

Passenger automobiles, sport/utility vehicles, mini-trucks, vans, and motorcycles (used for personal transportation and not commercially) that do not exceed the size of one parking space may be parked in the areas provided for that purpose. The Owners and or occupants of a unit are limited to parking two vehicles at the condominium unless additional spaces have been assigned to the unit. Commercial vehicles, trucks, campers, motor homes, trailers, boat and boat trailers are prohibited. Vehicle maintenance is not permitted on condominium property. All vehicles must be currently licensed and no inoperable or unsightly vehicles may be kept on condominium property. Vehicle covers in good condition are permitted, but no free standing garage like covers are allowed.

2. PARKING

All residents are required to register their vehicles using the Tag Number and Registration issued by the Registering State. The purchase of a Bar Code is required and you will also be provided with a green parking sticker upon becoming a resident of Park Place. The sticker will display assigned space number. If the registration tag number or vehicle changes you will need to get a new sticker. Security will check all vehicles nightly to make sure tags are valid, and that the vehicle is parked in the assigned space. Visitors may park in a space of the resident being visited, but only if a PASS is displayed. RESIDENTS are PROHIBITED from parking in GUEST PARKING and please note that Security will also be checking daily for compliance. Residents not complying with this policy may be towed without warning. If you are expecting a guest to arrive before or after the security is staffed, you will need to anticipate that and obtain a pass in advance. Guest parking and ALL handicap parking is on a first come first serve basis.

3. ACCESS TO PROPERTY, COMMON AREAS AND APPEARANCE

Access to the property will be governed by the Bar Code and the Key to the gates. Security will not, except in common sense situations, allow access to the parking lot without your bar code or to your building without your key.

4. Recreational facilities will be used in such a manner as to respect the rights of others, and the Directors may regulate duration of use, set hours of opening and closing, and schedule use of the facilities. No exterior radio, television, or data reception antennas or any exterior wiring for any purpose may be installed.
5. To maintain harmony of exterior appearance, no one will make any changes to, place anything on, affix anything to, or exhibit anything from any part of the condominium or association property that is visible from the exterior of the building or from the common elements without the prior written consent of the Directors. All curtains, shades, drapes, and blinds will be white or off- white in color or lined with material of these colors. Balcony tile and floor cover materials must be approved by the board.

Notwithstanding the above rule and any other provisions in the Rules and Regulations or the Declaration, any Unit Owner may, pursuant to Section 718.113(4), Fla. Stat. display one portable, removable United States flag in a respectful way.

6. All common elements inside and outside the building will be used for their designated purpose only, and nothing belonging to unit owners, or their families, tenants, or guests, will be kept therein or thereon without the approval of the association. Such areas will at all times be kept free of obstruction. Owners are financially responsible to the association for damage to the common elements caused by themselves, their tenants, guests, and family members. The unit owner must be current on the payment of assessments in order to have access to any Common Area which includes the pool, gym, sauna, community room etc. This applies to renters of that unit and any guests.
7. Disposal of garbage and trash will be only by use of receptacles approved by the association or by use of the garbage disposal units. Specifically, trash placed in trash chutes or ground floor receptacles is to be securely bagged. Food & vegetable scraps are to be disposed of in the Unit garbage disposal. You are expected to recycle by placing paper, metal, cardboard and glass in the designated recycle bins.

8. LEASING OF UNITS:

All non- owner persons occupying units will be registered with the manager or other designate of the Association at or before the time of their occupancy of the unit. This

includes renters and houseguests. A copy of these Rules and Regulations must be given to the tenants and guests by the unit owner or the unit owner's agent. No unit may be permanently occupied by more persons than the number of bedrooms times two, nor may more persons, including guests, occupy a unit overnight than the number of bedrooms times two, plus two. A houseguest is defined as a visitor staying in the unit fourteen (14) days or less.

From time to time owners find it financially expedient to lease their unit. Such practice is allowed under the by-laws. All leases must be of duration of at least 6 months but not longer than one year. The lease document itself must contain an addendum supplied by the Association that addresses its rights upon rules violations etc. Even if not attached, the Articles of Incorporation will prevail in this regard.

Owners are responsible for the behavior of their tenants at all times, and under the governing documents, subordinate their rights as owner to the Association to initiate eviction in the event of violations of the rules and regulations and for the collection of rent directly from the tenant in the instance of the owner's non-payment of Assessments. All tenants must be approved in accordance with prevailing Rules and Regulations, and reapproved if and when the lease is renewed. All leases and leasing/rental arrangements are subject to an approval process with the Board of Directors responsible for the decision to approve or deny any such leasing/rental arrangement based upon the following procedures and criteria:

1. All completed applications for initial and renewal leases must be submitted to the then existing property manager of the Association at least thirty (30) days prior to the actual lease commencement or renewal date as set forth in the written lease along with a lease application fee in the amount of \$100.00 payable to the Association.
2. If a completed application and all requested additional information are not received at least five (5) days prior to the lease commencement date or renewal date, the application will be deemed denied automatically. Additionally, in the case of lease renewals, if the Tenant remains in the leased premises beyond the then current lease term, the Association may commence eviction proceedings as against the unapproved tenants/occupants as well as take any other necessary and appropriate action in accordance with the governing documents of the Association.
3. The following criteria must be fully and unequivocally satisfied as reasonably determined by the Association for all initial and renewal lease approvals:
 - a. Unit Owner must be current with regard to all assessments, maintenance, dues, fines, attorneys' fees, and/or any other monetary obligations to the Association. The Unit Owner's property must not be the subject of an existing mortgage foreclosure action or lien foreclosure action and not be currently in violation of any of the Declaration of Condominium, the Association's Rules and Regulations, or any aspect of the governing documents of the Association.

- b. An application for renewal will be approved unless any of the following has occurred: (i) the tenants or occupants which are the subject of the application for lease renewal has engaged in criminal activity as evidenced by a conviction or plea arrangement during the past yearly rental period (ii), or any guest or invitee of the Unit Owner or the tenant has engaged in known criminal activity at the Lot or within the Association, (iii) violations have issued, incident reports prepared by Association's security personnel (involving the tenant, occupant, invitees, or guests where the Association has a reasonable belief that any such person was involved in misconduct or other activities in violation of the governing documents) during the past yearly rental period; or (iv) the Unit Owner is delinquent with regard to any portion of the Association assessments, maintenance, dues, fines, attorneys' fees, and/or any other monetary obligations to the Association.
- c. No felony convictions within the last ten years for any proposed tenant or occupant as involving a crime of violence, sexual misconduct, theft, or other crime of moral turpitude involving injury, loss of life, or loss or damage to property.
- d. If any tenant or occupant is on the sex offender list.
- e. Tenants shall not be permitted to have or house any pets.

All new tenants that have not registered and gone through the application and approval process will constitute a violation that could result in eviction. Person (s) intending to move in during the term of an existing lease of an existing resident, must also be approved in accordance with the rules and regulations prior to moving in and signed acknowledgement that the owner is aware of the additional occupant(s).

- 9. The Association shall retain a pass key to the units, and the units owners shall provide the association with a new or extra key whenever locks are changed or added for the use of the association pursuant to its statutory right to access to the units. Duplication of unit owner's keys to common elements facilities is restricted in the interest of security. Such keys will be duplicated only with the assistance of the resident manager.
- 10. Children need to be under the direct control of a responsible adult. Children under 16 may not use the pool area unaccompanied by an adult. Children also will not be permitted to run, play tag, or act boisterously on the condominium property. Skateboarding, "Big Wheels", or loud or obnoxious toys are prohibited. Children may be removed from the common areas for misbehavior by or on the instruction of the Directors. Only persons 18 years of age or greater may use the gym unaccompanied by an adult. No loitering or other gatherings are allowed in the gym. The gym-fitness center hours shall be 5:00 a.m. to 11:00 p.m.
- 11. Loud and disturbing noises are prohibited. All radios, televisions, tape machines, compact disc players, stereos, singing, and playing of musical instrument, etc, will be regulated to sound levels that will not disturb others. If such noise-producing items

are used at or in the vicinity of the pool, they must be used only with ear phones. No vocal or instrumental practice is permitted after 10:00 p.m. or before 9:00a.m.

12. No gas or charcoal grilles, propane tanks nor smokers may be stored or used on balconies or patios. Electric grills are permitted on balconies and patios and are the only authorized grill to be used on the property.
13. Illegal and immoral practices are prohibited.
14. Lawns, shrubbery, or other exterior plantings must not be altered in any way without prior Board of Director approval.
15. No glass of any kind will be permitted in the pool area. Any liquid refreshments consumed near the pool area will be in non breakable containers.
16. Laundry, bathing, apparel, and beach accessories shall not be left to dry or otherwise be maintained outside of the units or upon the limited common elements (balconies, terraces and cabanas). Typical patio furniture may be used on balconies and patios, but must be neatly kept. Nothing else may be stored in or on these limited common areas. Such areas are for your personal use but belong to the Association.
17. No nuisance of any type or kind will be maintained on the condominium property.
18. Nothing will be done or kept in any unit or in the elements that will increase the rate of insurance on the building or contents of the building without written consent of the directors. No owner will permit anything to be done or kept in the owner's unit or in the common elements that will result in the cancellation of insurance on the building or the contents of the building, or that would be in violation of any law or building code.
19. Moving or delivery of items into and out of units must use the designated access door into the condominium and the elevators must be protected with wall and floor padding. All such moving must take place Mondays through Friday between the hours of 9:00 a.m. and 5:00 p.m. and on Saturdays between the hours of 9:00 am and 5:00 pm. NO moving or deliveries are permitted on Sundays or holidays. Moving vans and trucks used for this purpose will remain on condominium property only when actually in use and cannot be parked overnight on condominium property.
20. Repair, construction, decorating, or remodeling work will be done on Mondays through Fridays between the hours of 8:00 a.m. and 5:00p.m. only. Any vendor or contractor performing services, including delivery, must provide evidence of appropriate insurance coverage for both liability and property damage. These, like all rules and regulations, apply equally to owners, their families, guests, domestic help, and lessees.
21. FLOORING: An owner who wishes to install in place of carpeting any hard-surface floor covering [i.e. marble, slate, tile or wood...etc.] shall also install a sound absorbing underlayment of such kind and quality equivalent or superior to one-fourth inch of cork to

reduce the transmission of noise to adjoining units, and must obtain the written permission of the Board of Directors prior to any such installation.

24. Pursuant to Section 718.303(3), Fla. Stat, the Board of Directors of the Association may impose a fine for each violation of these rules and regulations or any violation of the condominium documents. Please refer to Section 718.303, Fla. as well as Section 7.9 of the Bylaws for clarification of the fine procedure.
25. The condominium and management staffs are not permitted to do private work for unit owners, their families, tenants, or guests while on duty. If both parties are agreeable, staff may assist such persons privately when off duty.
26. The privilege of enjoying any Common Area to include the gym, pool, clubhouse and storage will be allowed only if all assessments are current within 90 days.

Procedures to control access to the common areas may be established by the Board to ensure that only members in good standing with the Association are using common areas and amenities.

27. USE OF COMMUNITY ROOM

The community room is available for use by all residents in good standing but a non-refundable wear and tear fee of \$100 will be charged in addition to the \$300 deposit discussed below.

The Resident is fully responsible for the facility and the behavior of those attending the party.

A reservation application must be filled out 3 days in advance of desired date.

A security deposit of \$300 is required in the form of a Bank Check, Money Order or other similar instruments. Personal checks are not acceptable. The check will be returned if the room survives undamaged and is cleaned to the state it was prior to the event. It is suggested that the resident pre-inspect for damages or other conditions that may be subject to question.

The Resident understands that the Association is not responsible for injury or other liabilities that may arise.

Music must be kept at a reasonable level so as not to disturb other residents and should be silent after 10 p.m. The event must end by midnight on Friday and Saturday and 10 p.m. other days.

If 20 or more people are in attendance, the resident will be required to hire a uniformed security person to control parking, keep the peace and ensure that Association rules are observed.

Parking in the Guest Parking areas will be available on a first come first serve basis and will be limited to 5 spaces. The resident will be provided with 5 passes if needed and must be on visible display.

No gambling or other illegal activities will be condoned.

There shall be no loitering in the security office.

28. **PROOF OF INSURANCE.** The Association requires each member procure and maintain insurance as involving their subject unit which covers "all personal property within the unit or limited common elements and floor, wall, and ceiling coverage, electrical fixtures, appliances, water heaters, water filters, built-in cabinets, and countertops, and window treatments, including curtains, drapes, blinds, hardware, and similar window treatment components, or replacements of any of the foregoing which are located within the boundaries of the unit and serve only such unit, hereinafter collectively referred to as the "Covered Items". Such insurance must be in an amount of at least \$50,000.00. In the event of damage within one's unit as pertaining to such Covered Items the unit owner must seek reimbursement from such unit owner's policy first and foremost and on a priority basis prior to seeking reimbursement from any other party, including without limitation the Association. Such insurance must also include loss assessment coverage of no less than \$2,000.00 per occurrence. The Association may demand proof of such insurance coverage from a unit owner and unit owner must supply such proof of insurance coverage to the Association within ten (10) days of receipt of such a request.
29. These Rules and Regulations do not purport to constitute all of the restrictions affecting the condominium and common property. Reference should be made to the condominium association documents.

RULES FOR UNIT OWNER PARTICIPATION IN BOARD OF DIRECTORS MEETINGS, A BUDGET COMMITTEE MEETING, AND MEETING OF ANY COMMITTEE AUTHORIZED TO TAKE ACTION ON BEHALF OF THE BOARD; LOCATION FOR POSTING NOTICES OF MEETINGS

I. RIGHT TO SPEAK:

- a. To the maximum extent practicable, the posted board meeting agenda for each meeting will list the substance of the matters and actions to be considered by the board. Robert's Rules of Order (latest edition) may be used to guide the conduct of the Association meeting when not in conflict with the statute, the Declaration of Condominium, the Articles of Incorporation, or the Bylaws.

- b. After each motion is made and seconded by the board members, the meeting chairperson will permit unit owner participation regarding the motion on the floor. Such time is limited to 3 minutes and a person may only speak once on each subject unless allowed by the Chair.
- c. Unit Owner participation will not be permitted after reports of officers or committees unless a motion is made to act on the report, or the chairperson determines that it is appropriate or is in the best interest of the Association,
- d. A unit owner wishing to speak must first raise his or her hand and wait to be recognized by the chairperson. Renters are not allowed to speak.
- e. While a unit owner is speaking, he or she must address only the chairperson; no one else is permitted to speak at the same time.
- f. A unit owner may speak only once, for not more than three minutes, and only on the subject or motion on the floor.
- g. The chairperson, by asking if there is any objection and hearing none, may permit a unit owner to speak for longer than three minutes, or to speak more than once on the same subject. The objection, if any, may be that of a board member only, and if there is an objection the question will be decided by board vote.
- h. The chairperson will have the sole authority and responsibility to see that all unit owner participation is relevant to the subject or motion on the floor.
- i. A member of the Association should be a member in good standing i.e. current within 90 days on all assessments, in order to speak at an Association meeting or a meeting of the Board.

RIGHT TO VIDEO OR AUDIOTAPE

- 1. Audio and video equipment and devices that unit owners are authorized to use at such meetings must not produce distracting sound or light emissions.
- 2. Audio and video equipment will be assembled and placed in a location that is acceptable to the board or the committee before the beginning of the meeting.
- 3. Anyone videotaping or recording a meeting will not be permitted to move about the meeting room in order to facilitate the recording.
- 4. At least 24 hours advance written notice will be given to the board by any unit owner desiring to use any audio/video equipment to record a meeting.

OFFICIAL RECORDS ACCESS

1. In accordance with FS 718(12)16.(c), the official records of the Association are open to inspection by any Association member, or the authorized representative of such member, including the right to make copies subject to the following rules and set forth in attached Exhibit "A".

Exhibit "A"

RULES AND REGULATIONS
REGARDING INSPECTION/COPYING OF RECORDS AND INQUIRES

Whereas, Owners are entitled to make requests to inspect and copy PARK PLACE AT THE LAKES CONDOMINIUM ASSOCIATION, INC. (the "Association") official records pursuant to Florida Statutes; and

Whereas, in order to assure that the Association is able to respond timely to all Owners who may make official record requests, and not be burdened with excessive or repetitive requests from any one Owner, the Board finds it to be in the best interest of the Association and its members to adopt rules and regulations, as authorized by Florida Statutes, to limit and regulate the frequency and manner of Owner requests; and

Whereas, as authorized by Florida Statutes, the Board finds it appropriate to promulgate certain rules with respect to the frequency time, location, notice, and manner of inspecting the Official Records and the making of copies;

Now therefore be it resolved that the Rules and Regulations of the Association are amended by adding thereto the following provisions:

I. DEFINITIONS.

A. Copy shall mean a copy of a record reproducible in its entirety on one side of either a single letter size (8 ½ x 11) or a single legal size (8 ½ x 14) sheet.

B. Official Records are those records designated by Florida Statute Chapter 718, as amended from time to time, and otherwise not excluded by law, rule, or court decision. The records must be maintained by the Association in the state of Florida and, upon written request, made available to an Owner or their authorized representative for inspection. The Owner is not required to give a reason for the inspection request and the Association may not adopt and impose a rule for doing so.

C. Non-accessible records are the following records, documents, or group of documents protected by Florida Statute 718, which include but may not be limited to:

1. Any record protected by the lawyer-client privilege and any record protected by the work-product privilege, including, but not limited to, a record prepared by the Association's attorney or prepared at the attorney's express direction which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the Association and which was prepared exclusively for pending or threatened civil or criminal litigation or for adversarial administrative proceedings or which was prepared in anticipation of such litigation or proceedings until the conclusion of the litigation or proceedings.
2. Information obtained by the Association in connection with the approval of the lease, sale, or other transfer of a parcel.
3. Personnel records of Association or management company employees, including, but not limited to, disciplinary, payroll, health, and insurance records. For purposes of this subparagraph, the term "personnel records" does not include written employment agreements with the Association or management company employee or budgetary or financial records that indicate the compensation paid to the Association or management company employee.
4. Medical records of any Owner or community residents.
5. Social security numbers, driver license numbers, credit card numbers, electronic mailing addresses, telephone numbers, facsimile numbers, emergency contact information, any addresses for a Owner other than as provided for Association notice requirements, and other personal identifying information of any person, excluding the person's name, parcel designation, mailing address, and property address. Notwithstanding the restrictions in this subparagraph, the Association may print and distribute to parcel Owners a directory containing the name, parcel address, and telephone number of each Owner. However, an Owner may exclude his or her telephone number from the directory by so requesting in writing to the Association. The Association is not liable for the disclosure of information that is protected under this subparagraph if the information is included in an official record of the Association and is voluntarily provided by an Owner and not requested by the Association.
6. Any electronic security measure that is used by the Association to safeguard data, including passwords.
7. The software and operating system used by the Association which allows the manipulation of data, even if the Owner owns a copy of the same software used by the Association. The data is part of the official records of the Association.

8. The Association or its authorized agent is not required to provide a prospective purchaser or lien holder with information about the residential subdivision or the Association other than information or documents required by Florida law to be made available or disclosed.

D. Owner shall mean the record owner or owners of a particular home, parcel or lot within the Association. Owner also includes a unit owner's "authorized representative" as designated in a writing signed by the Owner and provided in writing to the Association at least five (5) days prior to the scheduled inspection. Each Owner must make their own individual request to inspect the Association's records. The Owner's authorized representative cannot be another Owner within the Association, unless such representative is the husband or wife of the requesting Owner or a co-Owner of the Lot/Parcel. However, any designation by an Owner of an authorized representative for record inspection purposes shall only be valid for that individual document inspection.

E. Record shall mean a document or group of documents relating to a particular matter. By way of example, the following constitute one (1) record each; monthly phone bill as sent by the utility, monthly bank statement with enclosures as sent by the bank, the general ledger of a particular fund for one month, a paid invoice from one vendor as sent by that vendor, and the minutes of a meeting held at one particular time and date. The Association shall reasonably determine what constitutes a single record. Under no circumstances does a record include any document not already in existence, nor records whose retention period has expired as provided for by law or rule whether or not said records are still in existence. Records not maintained in written form may be requested; however, the cost of conversion of the record into written form will be borne by the requesting Owner.

F. Time Periods. When computing time periods herein, the day of the event from which the designated period of time begins to run shall not be included, nor shall any intervening Saturday, Sunday, legal or public holiday. The last day of the period so computed will be included unless it is a Saturday, Sunday, legal or public holiday, in which event the period shall run until the end of the next day that is neither a Saturday, Sunday, legal or public holiday. Legal and public holidays as used herein shall be deemed to be those holidays specified in Chapter 683, Florida Statutes as amended from time to time.

G. Working Day shall be deemed to a mean Monday, Tuesday, Wednesday, Thursday, or Friday that is not a legal holiday as defined above, between the hours of 9:00 a.m. and 4:00 p.m., local time.

II. INSPECTION AND COPYING.

A. An Owner desiring to inspect the records of the Association shall submit, on a working day, a written request to the Association to the mailing address of the Association as provided in Florida's Division of Corporations for the Association. The written request must be sent via regular mail, certified mail, or hand delivered and is effective upon receipt by the Association of the written request. The request shall describe each record desired in sufficient specificity to identify it, must specify pertinent dates or time periods. The request must be legible, and must describe records by type, and not by subject matter such as, for example, "all insurance information."

B. No inspection of records inspection shall be permitted which exceeds more than one 8-hour business day per month.

C. If the inspection time involves the lunch hour, from 12:00 noon to 1:00 p.m., then the Owner shall be required to leave at noon and resume his inspection at 1:00 p.m. so that the Association staff and other Association representatives present, if any, may enjoy a lunch hour.

D. Once the record has been inspected by the Owner or by the Owner's authorized representative if the record has not changed, it is not subject to further requests for inspection and/or copying by that Owner or authorized representative for a period of six (6) months. Any record inspection scheduled as the result of the receipt of a request shall be deemed to be an inspection of all records listed in said request that were not previously indicated as exempt or unavailable.

E. Upon receipt of the written request and within the time periods permitted by law, the Association shall respond to the Owner in writing designating the date, time, and place that the inspection shall occur, and that the inspection shall be limited to the records as detailed in the written request. In the event the Association asserts an exemption to disclosure, the Owner or authorized representative requesting the record shall be advised in writing of the specific grounds for exemption.

F. The record inspection shall occur at the time, date, and place designated by the Association and the Owner or authorized representative may be monitored by a person or persons designated by the Association to assist in the record inspection.

G. During the record inspection, no mark whatsoever shall be made on any record, nor shall any pages affixed together by staple, paperclip, or other means be disassembled, nor shall the records being inspected be altered from the sequence in which they are presented for the inspection. Further, no record

inspection shall occur under circumstances which cause the record to leave the control of the Association, nor shall any record be removed from the location of the inspection for any reason whatsoever.

H. The right to obtain copies of records is incidental to, and a part of, the inspection of records. During the inspection of records, the Owner or authorized representative may request the Association copy any document by placing a paper clip, post it memo sheet, or other similar marking device on the document or documents of which copies are desired, and by advising the supervising person of the number and location of said marking devices.

I. If during the inspection of the records, the Owner has determined the need or desire for a copy of said record, the Association shall make or obtain those copies and provide same to the Owner within five (5) working days from the date the Association receives payment from the Owner for copies and/or administrative costs as determined by the Association related to the document inspection.

J. The Association is not required to make and/or mail or deliver record copies to the Owner or an authorized representative upon demand; but rather the Owner or authorized representative can obtain record copies or request same, as detailed herein, during the inspection.

K. The Association is not required to organize or assemble records in any particular manner for an inspection except for the Association's convenience.

L. Owner shall not have the right to inspect or copy those records which are declared to be non-accessible by law, including but not limited to those documents and records provided for in Florida Statutes, and those previously defined.

M. Though the Association may not charge members a fee for simply inspecting the official records, however it may impose a fee to cover the cost of copying the records. If the Association has a copy machine available and the request is for 25 pages or less, the Association may charge twenty-five cents (.25) per page for the copies.

N. In instances where the Association does not have a copy machine available or where copy requests exceed 25 pages, the Association may have copies made by an outside vendor and charge the member for actual costs of copying.

O. In addition to any applicable copying charges, the Association may impose an administrative fee to cover the cost of providing copies of the official records as involving management company personnel to

retrieve and copy the records at the rate of \$20.00 per hour. The time expended by the management company personnel or other Association representative shall be computed and billed to the Owner upon the conclusion of the document inspection. Such charges to the Owner may be supplemented if the Owner, or the Owner's authorized representative, makes follow up requests as involving such document inspection.

P. The Owner shall pay to the Association, in advance, the sum of twenty-five cents (.25) per page for copies of records, said payment to be either in cash, business or personal check, whichever the Association specifies. The Association shall, at its option prepare record copies on single-sided sheets. The Association shall not be required to copy two separate documents on a single page for the purposes of minimizing the per page copy cost.

Q. The Association shall allow the Owner or his or her authorized representative to use a portable device, such as a Smartphone, tablet, portable scanner, or other technology capable of scanning or taking pictures, to make an electronic copy of the official records in lieu of providing the Owner or his or her representative with a copy of such records. The Association may not charge a fee for such use of a portable device.

III. MANNER OF INSPECTION.

A. No written request for inspection or copying shall be made in order to harass any unit owner, resident, Association agent, officer, director, manager, or employee. Inspection and copying requests not in conformance with these rules will be deemed to be harassment.

B. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or place where the records are otherwise inspected or copied.

C. Failure to adhere to these rules will cause for a prompt termination of the inspection of any and all documents.

IV. ENFORCEMENT OF INSPECTION AND COPYING RULES.

- A. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.
- B. Any written requests for inspection or copying not complying with these rules will be denied.
- C. Verbal or e-mailed requests for inspection copying will neither be honored nor acknowledged.
- D. The Association reserves the right to amend these rules from time to time as deemed necessary.