

# **OAKSTEAD HOMEOWNER'S 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, via U.S. Mail, to the office of the Association's management company, Greenacre Properties, Inc., 4131 Gunn Highway, Tampa, Florida, 33618. Any verbal communications or requests sent by email or facsimile to the management company or the Board of Directors are not deemed to be received by the Association. Requests sent by email, facsimile 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 an address, email address if available, and a telephone number where the Member may be contacted.

3. Any Member requesting that records be produced must state, in detail, the specific records that they wish to inspect or copy, including the dates or time frames in each category of requests. 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. 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. The owner must make arrangements with the Association representative for another mutually acceptable date and time if the date(s) and times suggested by the Association is not acceptable.

5. The requirement to make official records available may in some cases be complied with by having a copy of the official records available for inspection or copying in the community or, at the option of the association, by making the records available via an association website or by allowing the records to be viewed in electronic format on a computer screen and printed upon request.

6. All inspections are limited to a maximum of one request per 30 (thirty) day period for any member, for a maximum of 8 hours of inspection time. No member may submit more than one request for inspection or copying of the same record in any six-month period.

7. No document or report will be created in a format other than is kept in the ordinary course of business. 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.

8. Neither the Association, or its Agent will be required to interpret any document found within the official records and will not answer any questions during the course of the inspection of the official records. Questions resulting from the inspection can be submitted to the Board of Directors in writing via the management company for a response by the Board.

9. There will be a witness present during the inspection. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the office where the records are inspected or copied. In the event that the conduct of a Member during the inspection of the Official Records becomes disruptive or otherwise inappropriate, 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.

11. Any violation of these rules may cause the immediate suspension of the inspection or copying of records until such time as the violator agrees in writing to comply herewith.

12. 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: (a) the owner makes copies themselves as permitted by law; or (b) 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.

13. 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 Florida Statutes as amended from time to time, which currently provide for a charge of \$20 per hour for personnel time.

IN WITNESS WHEREOF, the Board of Directors of **OAKSTEAD HOMEOWNER'S ASSOCIATION, INC.**, at a duly noticed meeting of the Board of Directors at which a quorum was present, held on the 13th day of March, 2023, in the manner required by the Association's governing documents, has adopted the foregoing resolutions upon motion made by Hunter Florian and seconded by Alan Stern and passing with a vote of 5 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 13th day of March, 2023.

  
Jeffrey A Conran (Mar 16, 2023 18:06 EDT)

Print Name: Jeffrey A Conran  
Title: President

  
Holly McKelvey (Mar 19, 2023 18:32 EDT)

Print Name: Holly McKelvey  
Title: Secretary











# Records Inspection Resolution-2023

Final Audit Report

2023-03-19

Created:	2023-03-16
By:	Stephanie Tirado (stirado@greenacre.com)
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## "Records Inspection Resolution-2023" History

-  Document created by Stephanie Tirado (stirado@greenacre.com)  
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-  Document emailed to jeffconranoaksteadhoa@gmail.com for signature  
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-  Email viewed by jeffconranoaksteadhoa@gmail.com  
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-  Signer jeffconranoaksteadhoa@gmail.com entered name at signing as Jeffrey A Conran  
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-  Document e-signed by Jeffrey A Conran (jeffconranoaksteadhoa@gmail.com)  
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-  Email viewed by hollymoaksteadhoa@gmail.com  
2023-03-19 - 10:25:20 PM GMT
-  Signer hollymoaksteadhoa@gmail.com entered name at signing as Holly McKelvey  
2023-03-19 - 10:32:08 PM GMT
-  Document e-signed by Holly McKelvey (hollymoaksteadhoa@gmail.com)  
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