

Brandywine Homeowners Association Records Review Policy and Procedures

In compliance with *Florida Statute 720.303*

Policy

Any parcel owner is allowed access to the official records of the Association as they are described and defined in Statute 720.303. The exceptions are: electronic contact information, phone numbers, social security numbers and matters of attorney client privilege and litigation theory when applicable until the conclusion of the litigation, information regarding the sale of a parcel and other items protected by Florida Statute. Records are stored electronically and in hard copy form within the Brandywine Community. All requests will be limited to one 8 hour business day per month per parcel owner.

Procedure

Upon receipt of any board member, written request by certified mail, return receipt requested, the President and the Secretary will arrange for review and or copying of the requested records within 10 days. Printing is available on the printer owned by the Homeowners Association up to 25 pages at no cost. Photocopying is only available by a commercial printing company at the expense of the requesting party. No fee will be charged for copying documents using portable, personal electronic devices supplied by the requesting party.

720.303 Association powers and duties; meetings of board; official records; budgets; financial reporting; association funds; recalls.—

- (4) OFFICIAL RECORDS.
- (5) INSPECTION AND COPYING OF RECORDS.