

*Westwood's Condominium Association, Inc.*  
*6510 Approach Road, Sarasota, FL 34238*

**APPLICATION PACKET**

Please complete and return to our management company

Progressive Community Management Inc.  
Allison Stack, Manager  
3701 South Osprey Avenue  
Sarasota, FL 34239  
Phone: 941-921-5393 Ext. 1133  
Fax: 941-923-7000

*Westwood's Condominium Association, Inc.*

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Application to Purchase or Rent

Westwood's is an Adult Community. One resident in each villa must be at least fifty-five (55) years of age, and no persons under the age of eighteen (18) are permitted. In order to comply with FL 100-430 (Fair Housing Amendment) and our own rules & regulations, The Association asks that you fill out this questionnaire in its entirety.

Villa No. \_\_\_\_\_ Street Address: \_\_\_\_\_

Is this a Purchase  Rental  Inheritance  Present Owner: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

Persons who will be occupying unit: Relationship: DL# & Date of Birth:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Adresse(s): \_\_\_\_\_

Present Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Length of residency: \_\_\_\_\_ ? APT \_\_\_\_\_ House \_\_\_\_\_

Owned \_\_\_\_\_ Leased \_\_\_\_\_

Will you be a full-time resident ( ) part time ( )? If part time, address of where you will reside when you are not in residence and telephone \_\_\_\_\_

\_\_\_\_\_

Automobiles: \_\_\_\_\_ Plate # \_\_\_\_\_

Automobiles: \_\_\_\_\_ Plate # \_\_\_\_\_

Pets: \_\_\_\_\_ Breed: \_\_\_\_\_ **\*One dog only, 25 lbs or less\***

Closing Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Closing Date \_\_\_\_\_ Fax \_\_\_\_\_

I (We) have received a copy of Westwood's Rules & Regulations \_\_\_\_\_, the Condominium Documents \_\_\_\_\_, a Resident's Directory \_\_\_\_\_, and understand my (our) responsibilities under these regulations. (*Initial All*).

Signatures (s) \_\_\_\_\_ Date \_\_\_\_\_

A Processing fee of \$100.00 PER PERSON must accompany this application, payable to Westwood's Condominium Association. The fee includes the cost of a background check. This form must be received at least fourteen days before sale or lease is consummated. This fee is **non-refundable**.

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Affidavit

I, \_\_\_\_\_ do under oath depose and say:

I am over the age of 55 years and will reside at \_\_\_\_\_

Westwood's Condominium Association Inc.

I affirm the statement above to be true:

IN WITNESS WHEREOF, and under penalty of perjury under the laws of the State of Florida,  
I affix my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

(Full Name) \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF SARASOTA, ss.:

I, \_\_\_\_\_, do hereby certify that on  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, personally appeared before me  
\_\_\_\_\_ known to be the person who executed the foregoing  
instrument.

\_\_\_\_\_  
Notary Public  
State of \_\_\_\_\_ County of \_\_\_\_\_  
My commission expires \_\_\_\_\_

*A COPY OF DRIVERS LICENSES MUST ACCOMPANY THIS AFFIDAVIT*

*Westwood's Condominium Association, Inc.*  
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Condominium Ownership

The Condominium form of ownership is a system of property ownership through which owners receive title to their units and an undivided interest in the common areas. Unit owners assume obligations and respond collectively to the needs of the condominium and its owners. The Condominium Association, a corporation, is the entity through which this community of interest is expressed and protected. The Condominium Association is responsible for the administration and operation of their condominium property, and the maintenance, repair and replacement of the common elements. Essentially, the Association provides a system of self-government in which the rights of the individual owners are preserved through a form of participatory democracy. Thus, condominium living can be a pleasant experience for a group of congenial people who willingly abide by the prescribed rules and regulations, which affect all unit owners equally.

It is important to understand that a unit owner surrenders certain rights and liberties relating to the use of his/her unit, as well as of the common elements, in exchange for the benefits of condominium living. The rights and responsibilities of unit owners, together with certain restrictions and limitations on their use of the units, and of the common elements, are defined in the Declaration of Condominium Articles of Incorporation and By Laws (the legal document that created the condominium as restated and dated May 15, 1993 and all certificates of amendment).

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Resident Occupancy Sheet for Directory and Email use Permission

*If a renter is occupying the unit, please complete this form with the renter information as well.*

Please provide the information listed below to ensure that we are able to contact you, if there is an emergency and to update our records. Please return this form to Progressive Community Management, 3701 South Osprey Avenue, Sarasota, FL 34239.

PLEASE SPECIFY ONE MAILING ADDRESS

OWNER: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_

USE AS MAIN MAILING ADDRESS: YES  NO

\*\*\*\*\*

NORTHERN MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

NORTHERN PHONE #: \_\_\_\_\_

USE AS MAIN MAILING ADDRESS: YES  NO

E-Mail: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Tel# \_\_\_\_\_

July 1, 2010 the Florida Legislation enacted a new law governing the publication of owner personal information such as phone numbers, email addresses and alternate addresses. Please indicate below if you do, or do not want this information published in the annual owner roster (check one) and sign.

I do want this information published

I do not want my email address published on the annual roster, but I give authorization to the Board of Directors or their management designee to contact me by email.

\_\_\_\_\_  
Signature Date

*Westwood's Condominium Association, Inc.*  
*6510 Approach Road, Sarasota, FL 34238*

VOTER CERTIFICATE

We need your Voter Certificate filled out and returned to the Association according to Florida Statutes. Thank you.

To: Progressive Community Management  
Allison Stack, Manager  
3701 South Osprey  
Avenue Sarasota, FL  
34239

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned are all of the record owners of that certain condominium in Westwood's Condominium Association, Inc., a condominium shown below, and hereby constitutes, appoints and designates (one of the owners of the unit)

\_\_\_\_\_ as the voting representative for the condominium unit owned by said undersigned pursuant to the By-Laws of the Association.

The aforementioned voting representative is hereby authorized and empowered to act in the capacity herein set forth until such time as the undersigned otherwise modifies or revokes the authority set forth in this voting certificate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

Unit Number \_ \_ \_ \_

\_\_\_\_\_  
aka: Address

NOTE: This form is not a proxy and should not be used as such. Please be sure to designate one of the joint owners of the unit as the Voting Representative, not a third person.

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Helpful information for new residents

Welcome to Westwood's Condominium. We hope the following notes will be helpful to you.

**Utility services contact numbers:**

Electric - Florida Power and Light- 941-917-0708  
Call to have the meter read the day you take control of the property.

Water and Sewer -Sarasota County Public Utilities Department – 941-861-6790

Comcast Cable - 1 800 934-6489 (1-800-Xfinity) The Association provides "Standard Cable" plus "HD Technology". When ordering cable service be sure to inform Comcast your Association pays for these services.

**Maintenance Fee** - Due 1<sup>st</sup> of Jan., April, July and Oct. A late fee is charged after the 15<sup>th</sup> of these months. You can mail your check to the Management Company or deposit it in the interior Clubhouse locked box just inside the door.

**One Family** - Only one family per unit is all that our Documents permit.

**Pets** - Owners may have one small dog, 25 lbs. maximum as per the Documents. Dogs must be on a leash at all times and their fecal matter cleaned up immediately.

**Insurance** - You as the owner should carry home-owners insurance on everything within the unit to include fixtures, wall coverings, ceiling, floor coverings and built ins. Florida names this coverage Condo Insurance.

**Garbage and Recycle** collection is every Wednesday. Refuse may be put out in a locked can at the curb after sunset on Tuesday per County Ordinance. Do not use plastic bags or grocery bags. Raccoons and other critters will scatter your trash and you are responsible to clean up the mess.

When you move in you will have many boxes. They must be cut to the recyclable bin size and tied for pick-up.

**Alterations** - No outside alterations to the Unit may be made without prior written approval of the Board. Owners of the unit prior to your purchase have undoubtedly replaced plantings near their entranceway. These plantings now become yours to replace if you wish. The association will continue to prune and fertilize. If you wish to do any replanting, please work with the Landscaping Chairman and the lawn company for ideas, advice, and planting restrictions.

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Helpful information for new residents (Continued)

**Every Unit may have two cars.** Please observe the 20 MPH speed limit. There is no parking on the roadways or the grass. Guest parking is available near both pools and the entranceway. Garage doors should be closed most of the time. Pickup trucks cannot be parked in the driveways overnight. The driveways are common area.

**Pest Control** -Arrow Pest control for the interior comes every other month starting with January.

**Email repair requests etc.** to the Management Company or place it in the Clubhouse interior mailbox to get attention regarding your unit or grounds. Be sure to get the Clubhouse key from the previous owner.

**Recreation Facility**-There are two pools in the community. There is no running, jumping, or diving in the pool. Glass containers and Pets are prohibited. Children under the age of 13 years must be accompanied by an adult. Guests of a Unit must also be accompanied by the unit owner. Some residents may have children or grandchildren that visit. Owners are mostly retired and do not wish to be responsible for your children. Please be attentive at all times.

**There are numerous activities at the Clubhouse.** Ladies Water Aerobics group meets Mondays, Wednesdays and Fridays at 11 am in the Clubhouse pool. Tennis, Pickle Ball, Shuffleboard, Bridge and Mahjongg playing, Bible Study group all meet in the Clubhouse. All residents are welcome.



## *Westwood's Condominium Association, Inc.*

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It is important to understand that a unit owner surrenders certain rights and liberties relating to the use of his/her unit, as well as of the common elements, in exchange for the benefits of condominium living.

The rights and responsibilities of unit owners, together with certain restrictions and limitations on their use of the units, and of the common elements, are defined in the Declaration of Condominium. (the legal document that created the condominium) and the By-law.

### USE AND OCCUPANCY RESTRICTIONS

Revised 10/2001

#### **(from the Declaration of Condominium, Paragraph X)**

The use of the condominium property shall be in accordance with the following provisions as long as the condominium exists:

- A) All condominium units shall be and remain of like exterior design, shape, color and appearance as other condominium units of same class or type. No owner shall alter or modify the size, shape, color or structure of any exterior surface of his/her unit, including entrance doors, windows, shutters, screen, porches or balconies, nor improve, plant, replant or replace trees, bushes or sod, or remove fill dirt, without obtaining prior written consent of the Association. However, notwithstanding the foregoing, a unit owner may make landscaping and other improvements fully within the enclosed courtyard without Association approval and may undertake any or all of the following upon prior written approval of the Association Board of Directors: installation or alteration of a lanai enclosure, enclosure of a courtyard with screen material (but not solid material), installation of gutters, installation of a sidewalk or sidewalks and installation or alteration of landscaping not enclosed within a courtyard.

- B) Occupants of condominium units shall not suffer, permit or maintain in their Premises loud noises or obnoxious odors nor anything else which interferes with the rights of other unit owners.
- C) Each condominium shall be used exclusively as a residential dwelling, and no business or trade shall be permitted to be conducted thereon or therein.
- D) No person under 18 years of age shall reside in any condominium unit for longer than thirty (30) days in any calendar year. In as much as Westwoods was designed and intended as a community for older persons, to provide housing for residents who are fifty-five (55) years of age or older, each unit shall (unless vacant) be occupied by at least one person fifty-five (55) years of age or older, and a unit may not be occupied unless that condition is met. Notwithstanding the foregoing, a unit acquired as a result of inheritance or devise may be occupied by persons, some or none of whom are fifty-five (55) years of age or older, and a unit occupied by the surviving spouse of a resident may continue to be occupied by that spouse regardless of his or her age, provided that despite such occupancy in any instance at least eighty percent (80%) of the units in the condominium are occupied by at least one person fifty-five (55) years of age or older. This restriction as to unit occupancy by persons under fifty-five (55) years of age shall not apply to persons occupying, or entitled to occupy, a unit as of July 23, 1989, which was the effective date of the amendment providing for this requirement.
- E) Unit Owners may rent their respective units, however, no unit may be rented for a period of less than twelve (12) months nor more frequently than once each calendar year (provided that a rental that begins in one calendar year shall not be counted as another rental in the following year). No unit may be subleased.
- F) No animals of any kind shall be raised, bred, or kept in the Common Elements, except that no more than one cat or dog weighing not more than twenty-five (25) pounds, any bird which does not cause annoyance, and any fish, may be kept in a Unit. Any pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the Condominium property upon three (3) days notice from the association to the Owner of the Unit containing the pet.
- G) The occupants and owners of each unit shall keep and obey all laws, ordinances, regulations, requirements, and rules of all governmental bodies, division or subdivisions in so far as the same pertain to the control or use of such unit, and shall promptly pay each unit's share of all common expenses.
- H) No condominium parcel or unit shall be divided or subdivided or severed from the condominium as a whole.
- I) Each unit owner, lessee or occupant shall maintain at all in good condition and repair the portions of the unit that are the responsibility of the unit owner, including but not limited to:

interior walls, floors, ceilings, water, electric and plumbing systems and parts and components thereof; sanitary facilities, fixtures, equipment and lamps, provided the Association shall, on behalf of all unit owners, be responsible for maintaining, repairing and replacing all exterior portions of the units, except as otherwise provided in Article V hereof the phrase “electric system” in this paragraph shall be construed as referring to those items of electrical conduits, wire, switches, fixtures and equipment located within the unit or on the unit side of the electric meter serving said unit, but not including the meter itself. The phrase “plumbing systems” in this paragraph shall be construed to mean all plumbing items on the unit side of the water meter serving said unit, but not including the meter itself.

- J) No lighting fixtures, wires, antennas of any type, air conditioners, aerials or structures of any sort shall be erected, constructed or maintained on the exterior of the building, except for the structures that form part of the original structure.
- K) No wire, clotheslines, hangers, or drying facilities, nor any garbage or refuse receptacles, shall be permitted or manufactured on the exterior of any unit, or in or on any part of the common elements, except by the Association, and no clothes, rugs, drapes, spreads or household articles or goods of any sort shall be dried, aired, beaten, cleaned or dusted by hanging or extending the same from any window or door.
- L) No unit shall be subjected to partition in kind, and all unit owners do, by their acceptance of a conveyance of such unit waive any right to a partition in kind.
- M) No electrical machine or apparatus of any sort shall be used or maintained in any unit which causes interference with the television reception in other units.
- N) No unit owners shall permit or suffer anything to be done or kept in his/her unit which will increase insurance rates on his/her unit of the common property.
- O) No unit owner shall commit or permit any nuisance, immoral or illegal act in his/her unit, or in or on the common elements.
- P) No signs of any type shall be maintained, kept or permitted on any part of the common elements or in or on any unit where the same may be viewed from the common elements except those signs specifically approved in writing by the Association.

- Q) All guests of the owner shall comply with all of the “use restrictions” in Paragraph X hereof, and with all rules and regulations hereinafter promulgated by the Association. Any guest who persistently violates these restrictions, house rules and use regulations may, at the direction of the Association, be required to leave the condominium property and the owner of such unit being occupied by such guest shall be held responsible for any damage to the common elements committed by such guest, and shall see that such guest complies with such rules and regulation. In no event shall any two (2) bedroom unit be occupied on a regular basis by more than four (4) persons, nor any three (3) bedroom unit be occupied on a regular basis by more than six persons including unit owners and their guests.
- R) No boat, trailer, commercial vehicle (that is a vehicle with commercial markings or which is otherwise evidently used for commercial purposes), truck, motorhome, recreational vehicle, motorcycle, motor scooter, van (except a van with passenger seats behind the driver and with windows in the front and rear) or vehicle which is inoperable, unlicensed or so deteriorated as to be unsightly in the opinion of the Board of the association, shall be parked anywhere upon the Condominium Property or the Recreation Area except inside the Unit Owners assigned garage with the garage door closed or when loading and unloading or otherwise providing service to the Owner or occupant of the Unit or to the Association. Visitors of any Unit Owner may use visitor parking areas as designated by the Association subject to the same restrictions as provided herein.
- S) Reasonable rules concerning the use of the common elements and association property and the use and occupancy of the Units may be made and amended from time to time by the Association in the manner provided by its Articles of incorporation and By-Laws, and all Owners and occupants of such Units shall comply with the rules. A copy of such rules and amendments shall be furnished by the association to all Unit Owners and residents of the condominium upon request.

*Westwood's Condominium Association, Inc.*  
ADMINISTRATIVE RULES AND REGULATIONS

I. CLUBHOUSE

1. The Clubhouse shall not be used by any resident or other persons as an extension of a unit, such as for lounging, reading or cooking. Instead, the Clubhouse shall only be used for organized activities as provided herein and for no other purpose.
2. The Clubhouse may be used for official Association meetings, that is meetings of the Association membership, Board of Directors and committees. Such meetings shall be open to all unit owners but attendance and participation may otherwise be limited in the manner allowed by law.
3. The Clubhouse may be used for organized events or activities, by an Association sponsored club or by any owner or tenant of a unit, upon scheduling the activity with the Association Board of Directors or the Association Secretary. Notice of the event or activity shall be posted in such a manner as to provide notice to residents. When the Clubhouse is reserved for an event or activity, the reservation shall include the adjoining pool area.
4. The club or person who has scheduled the event or activity shall be responsible for parking control and shall allow no parking on the grass. The unit owner or tenant reserving the Clubhouse shall also undertake such reasonable measures as needed to control the conduct of all participants in the event or activity so as to protect the condominium property, avoid undue annoyance to residents and obtain compliance with applicable rules, regulations and restrictions. The club or person reserving the facilities shall be certain that they are cleaned up to their condition prior to the event or activity, promptly upon that event or activity concluding.
5. Any club, owner or tenant seeking to reserve the Clubhouse shall indicate when requesting the reservation whether the event or activity will be open to all unit owners, tenants and other residents or whether it will be "invitation only" or open to persons outside the condominium. In either of those latter instances, prior written permission for the event or activity must be provided by the Board of Directors or Secretary of the Association which permission shall be granted or denied on a reasonable and consistent basis.

6. In the event of an event or activity which is “invitation only” or which is open to persons outside the condominium, a security deposit of \$50.00 shall be provided to the Association prior to the event. The Association may use the deposit to pay for any cleaning not provided as required or for the repair of any damages caused by any participant in the event or activity. After deducting any such amounts, the Association shall return the balance of the security deposit.

## II. SHUFFLEBOARD COURT

The Association provides equipment of use on the shuffleboard court, which equipment shall be kept in the garage shed. Any person taking equipment from the shed for use on the shuffleboard court shall promptly return it to the shed upon completing that use.

## III. SWIMMING POOL AND POOL AREA

1. In accordance with health code requirements, each of the two swimming pools has a maximum capacity of fifteen persons and no person may use a pool while that capacity is full.
2. No child under twelve years of age may use a pool or pool area except while under the direct supervision of that child’s parent or other responsible adult.
3. No pet, raft, or scuba equipment shall be allowed in a pool.
4. No person who has applied suntan or sunscreen lotion may enter a pool without first showering to remove that lotion.
5. No person shall use a pool other than in appropriate bathing attire. No cutoffs are allowed.
6. No diving, rough play, loud music or noise shall be allowed in a pool or pool area.
7. No glass, food or drink shall be allowed in a pool area.
8. No child or incontinent adult shall be allowed in a pool without SWIM DIAPERS.
9. No person with any infection or infectious disease which might be spread by the use of a pool may use a pool.

10. Any person using suntan or sunscreen lotion shall place a towel on any pool furniture prior to its use.
11. In the event of an emergency occurring at a pool area, each resident shall cooperate in making his or her telephone available for the purposes of an emergency call.
12. No group party involving six or more people, unless all of the people are related to each other by blood, marriage, or legal adoption, may use a pool or pool area without prior approval by the Board of Directors or Secretary of the Association. Any such group party whether or not including the use of the Clubhouse, shall be subject to the same rules and reservation deposit as provided above with regard to the Clubhouse.
13. The exercise class sponsored by the association shall have priority use in either pool or pool area and no person shall use the facilities in such manner as to disrupt or interfere with the exercise class.
14. When a person is the last one leaving a pool area, that person shall lock all doors to the pool area.
15. No person shall use a pool or pool area except between the hours of 9:00 a.m. and 8:00 p.m.

#### IV. TENNIS COURT

1. No person may use the tennis court without first signing up to reserve its use in a manner provided by the Association. No such reservation may be made more than seven days in advance. No such reservation or use of the tennis court may be for a period of more than two hours in any day.
2. No person may use the tennis court without wearing tennis shoes.
3. The tennis court shall be used only for the playing of tennis.
4. Each person using the tennis court does so at that person's own risk.
5. Any person who is not a unit owner, tenant or other resident of a unit in the condominium must be in the presence of such person while using the tennis court.
6. The tennis leagues sponsored by the Association shall have priority usage of the tennis court, in the event of any simultaneous attempt to reserve its use. The tennis leagues shall, though, reserve the use of the tennis court in the same manner as otherwise provided herein.

V. GARAGE DOORS

Garage doors should remain closed under normal conditions. When occupant is present in garage, they may be open. On hot days, it is recommended that they not be open more than one foot for ventilation. The purpose of this rule is to enhance the aesthetics of the condominium.

VI. SIGNS

In accordance with Article X of the Declaration of Condominium, no sign may be placed on, or which is visible from, the common elements, except for any signs specifically approved in writing by the Association. The Association will consider approving in any instance only the following signs:

1. A FOR SALE sign, placed in a garage door window and not exceeding the size of that window.
2. On weekends or at such time as a licensed real estate agent is at the premises, an OPEN HOUSE or FOR SALE sign, or both, each not larger than two feet by three feet, placed in front of the unit.

VII. SALE OF RENTAL OF UNITS

1. No rental or sale of a unit can occur without proper advance notification of the Board of Directors.
2. The Board of Directors requests an interview with proposed Renters/Buyers by at least two members of the Board, ten days or more before signing of lease or purchase agreement.
3. Written approval or disapproval of tenant or buyer by the Board will be forthcoming within ten days.
4. Interview fee for sales or leases is \$60.00 (non-refundable) made payable to Westwoods Condominium Association, Inc.
5. Lease time refer to "Use and Occupancy Restriction", paragraph K.



The following Rules have been promulgated due to recent changes in the Florida Condominium Act.

Notices of Board of Directors Meetings, Committee Meeting and Membership Meetings shall be posted by the Association's secretary or other individual designated by the board in the locked bulletin board in the clubhouse and the unlocked bulleting board at the restroom at pool #1. Every unit owner shall have the right to participate in meetings of the Board of Directors and Committees subject to the following rules:

1. Statements by Unit Owners at meetings shall be restricted solely to agenda items. No other statements shall be permitted except as may be authorized by the Chairperson of the Board or a Committee, in his or her sole discretion.
2. A Unit Owner wishing to speak must first raise his or her hand and wait to be recognized by the Chair.
3. A Unit Owner must first indicate which agenda item he or she will be addressing and may speak only once on each item for not more that three minutes for each agenda item.
4. While a Unit Owner is speaking her or she must address only the Chair. No one else is permitted to speak at the same time.
5. After each owner has had an opportunity to speak, the Chairperson shall announce that owner statements are concluded thereby ending Unit owner participation.
6. Unit Owners may not make or second motions, may not participate in discussions after Unit Owner participation is concluded, and may not vote.
7. The Chairperson may, if he or she feels it is in the best interest of the Association, by asking if there be any objection and hearing non, permit a Unit Owner to speak for longer than three (3) minutes or to speak again on the same agenda item. The objection, if any, would be that of any Board member only and if there is an objection, then the Chair would call for a vote of the Board.
8. The Chairperson will have the sole authority and the responsibility to see to it that all Unit Owner participation is relevant to the agenda items.

## A UNIT OWNER DESIRING TO INSPECT THE ASSOCIATION'S RECORDS

Submit a written request to the Association, c/o Board of Directors, 6510 Approach Road, Sarasota, Florida 34238. If by authorized representative, then the request must include the properly executed authorization. The request must specify the particular record subject to inspection including any pertinent dates or time periods and shall state whether the request is for inspection or a photocopy. The request must be sufficiently detailed to allow the association to retrieve the specific records requested.

The request may indicate a date and time preferable to the Unit Owner for such inspection.

Inspection or copying of records shall be limited to those records specifically requested in advance, in writing.

No Unit Owner may submit more than one request for inspection or copying of the same record in a ninety (90) day period.

No owner may submit more than one request per month.

No owner may request the inspection of more than twenty (20) records at any one time, nor shall the Association be required to produce records for inspection exceeding 100 pages at one time. If the owner's request exceeds either of these limitations, the Association shall provide records for inspection in the order requested by the owner up to the limiting factor and the owner shall be notified that the other records will be made available for inspection at another inspection session upon receipt of another written request of the owner.

The foregoing limitations shall not apply to an owner's request for copies of record which shall be photocopied and delivered to the owner in accordance with other provisions of these rules.

All inspection records shall be conducted at the Association manager's office, or at such other location designated by the Board of Directors.

No Unit Owner shall remove original records from the location of inspection.

No alteration of the original records shall be allowed.

Records shall be made available for inspection by MANAGEMENT on or before the fifth working day subsequent to actual receipt by the Association of the written request for inspection. This time frame shall be extended in the event records are so sizable or otherwise in such condition as to render this time frame unreasonable. MANAGEMENT shall notify the unit Owner by telephone, in person or in writing, that the records are available and the time, date and place for such inspection.

In the event that the Unit Owner does not attend the scheduled date and time for the inspection of the Association's records, the Association shall be under no further obligation pursuant to 6718.111(12) F.S. to make the Association's records available for inspection pursuant to the written request referenced in paragraph 1 above, provided, however, that nothing shall prohibit the Unit Owner submitting the original written request for submitting another such request in conformity with these Rules.

**INSPECTIONS SHALL BE MADE ONLY BETWEEN THE HOURS OF 8:00 A.M. TO 5:00 P.M.**

Monday through Friday for a period of time not to exceed two (2) hours or as otherwise designated by MANAGEMENT.

**IF A UNIT OWNER DESIRES TO OBTAIN A COPY OF ANY RECORD**

THE Unit Owner shall designate in writing which record is desired or, during an inspection the owner may designate such record by use of a tab or clip upon the pages desired. Any written request shall designate the specific record or portion thereof. Copies of the record(s) shall be available within five (5) working days of receipt of request. In the event the above referenced time frame is impracticable due to the sizable nature or condition of the records, then copies will be made available as soon as practical.

**UNIT OWNER SHALL PAY FIFTEEN CENTS PER PAGE FOR REGULAR OR LEGAL**

Sized photocopies, payable in cash or by personal check, at the time the copies are delivered: provided, however, payment in advance of copying may be required by the Board in their discretion, taking into account such factors as the amount of the copying charges, the payment record of any owner, and other relevant factors.