

Oak Hollow Home Owners Association Inc

Record Request Rules and Guidelines

1. Each member may request an inspection of the association's official records for up to one 8-hour business day per month. If the owner does not utilize the full 8 hours, any time remaining will not be transferable to another day in the same month.
2. All record inspections must be sent via certified mail return receipt, to:
c/o Towers Property Management
1320 N. Semoran Blvd., Suite 100
Orlando, FL 32807
3. The inspections of records will be held during regular office hours (which may close for lunch or other reasonable breaks) at:
Towers Property Management
1320 N. Semoran Blvd., Suite 100
Orlando, FL 32807
4. The request must be sufficiently detailed to allow the association to retrieve the records requested. Catch-all phrases like "all" or "since the beginning of time" do not allow the association to comply within the statutory 10-day time period to produce the documents. Therefore, official records of the association of which review is sought must be described with sufficient particularity, including the specific description, type or category of record or records being requested, and the applicable time frame. For instance, should an owner desire to see copies of all of the association's current insurance policies, he or she should so frame the request. Conversely, notices requesting review of "all official records" of the association or similarly stated requests cannot be honored without the provision of more sufficient detail, both as to the description, type or category of record or records being requested and the applicable time frame.
5. We understand that some owners only want to look at the documents and others want to copy them as well. We wish to make it easy for those wishing to copy the documents to do so.
 - a. Requests to inspect current Association documents will be fulfilled by electronic copies via email at no cost.
 - b. The association may charge up to 25 cents per page for copies made on the association's photocopier. If the records requested to be copied exceed 25 pages in length, the association may have copies made by an outside vendor or association management company personnel and may charge the actual cost of copying, including any personnel fees and charges at an hourly rate not to exceed \$20 per hour for vendor or employee time to cover administrative costs to the vendor or association.
6. Any other reasonable rules and parameters for record requests the board of directors may adopt from time to time.