



*Oaks of Seminole Condominium Association, Inc.
11800 Park Boulevard, Box 600 Mail Drop
Seminole, Florida 33772*

Policy to Access Association Records

Section 718.111(12), Florida Statutes, states that the Association has the authority to adopt reasonable rules regarding the frequency, time, location, notice, records to be inspected, and manner of record access, inspections and copying.

Any member requesting access to the Association's records for the purpose of reviewing and/or obtaining copies shall comply with this policy and Florida law. All appointments for access shall be made during regular business hours on regular business days at the Association's On-Site Office or at an alternate location if so agreed and designated by the Association. The frequency of record access shall be limited to three (3) times per calendar month, limited to a reasonable duration necessary to provide access. Nothing herein, however, shall prevent the parties agreeing to an alternative access schedule if such alternative schedule is agreed upon by both parties. Access shall be provided to the member or the authorized representative of the member.

The following records are protected by the statute, and shall not be available for review by members: records protected by attorney/client or attorney work-product privilege; information obtained by the Association in connection with the approval of a sale, lease, or transfer of a lot or unit; disciplinary, payroll, health, insurance, or other protected personnel records of the Association's employees; medical records of members or residents; social security numbers, driver's license numbers, emergency contact information, credit card numbers, email addresses, telephone numbers, facsimile numbers, or any address for a parcel owner other than as provided for Association notice requirements or as otherwise may be permitted to be disclosed by law. Electronic security measures and passwords, or the software and operating system used by the association shall not be accessible.

To ensure a timely response to members' requests for access to records, the Association has designated the Board of Directors of the Association as the designated recipient of such requests. Members wishing to gain access to Association records must provide a written request to the Board of Directors at the following address, via hand delivery, Federal Express, UPS, or similar courier service, or U.S. Mail. It is recommended that written requests be delivered in a manner that the owner can confirm delivery, such as via courier or U.S. Mail, return receipt requested. It is the member's responsibility to make sure that the request is actually received by the Association.

The Oaks of Seminole Condominium Association, Inc.
11800 Park Boulevard, Box 600 Mail Drop
Seminole, Florida 33772

Electronic mail (e-mail) shall not be considered a sufficient "written" request. Occasionally, computer and e-mail access is limited or hindered due to circumstances beyond the Association's control, and delivery and receipt of e-mails may be delayed due to internet access problems or internet traffic problems. Thus, in order to ensure compliance with timely

access to records, e-mail notice shall not be sufficient for purposes of providing written notice of a request for access to records as required by the statute.

Once notified in writing, the Association shall contact the member to arrange a mutually agreeable method of providing access so that access may be offered within Ten (10) business days after receipt of the written request, or as otherwise may be required by law. Access may be provided by the scheduling of an appointment to view the records at the the Association's On-site Office or other designated location, at the Association's discretion.

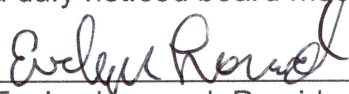
The member and the Association shall estimate how much time will be needed to accommodate the request, and accordingly schedule a reasonable amount of time for the appointment. In the event that the request for access exceeds the time limitations described above, or the amount of time estimated for the length of the appointment actually proves to be insufficient for adequate access, the Association may require that the access be continued at another mutually agreeable time or at a later date.


Once the Association provides access to a particular record and the record has been inspected by the member or a copy has been obtained by the member, if the record has not changed, it is not subject to further requests for inspection for a period of six (6) months, and the Association may deny access to previously inspected and/or copied records within such time frame.

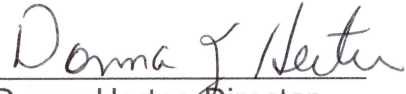
In the event that the member desires copies of specific, identifiable records, the member shall identify such records at the time of access so that the Association can make arrangements to provide such copies. The Association may make such copies at the time of access, and may charge \$.25 per page. In the event that the requests for copies are voluminous or require the Association to send the documents to another location for copying, the Association shall make such arrangements in a reasonably timely manner. The Association may have copies made by an outside vendor or its management company personnel, and may charge the actual cost of copying. The Association shall have the authority to require that the member pay in advance for such costs. At no charge, the owners may use portable devices, including a smartphone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make a copy of the official records in lieu of the association providing a copy of the record.

Nothing herein shall be interpreted to require the Association to mail copies of records or arrange for their delivery by other means. However, the Association may, if requested by the member, mail the copies and charge the member the actual costs of mailing or other delivery. Nothing herein shall be interpreted to require the Association to create new records or documents in response to a request for access to the Association's records.

Adopted by the Board of Directors of The Oaks of Seminole Condominium Association, Inc., at a duly noticed board meeting held on the 10th of January 2026.


Evelyn Leonard, President


Nona Boyes, Treasurer


Donna Herter, Director


Cynthia Dorlando, V.P.


Susan Parrish, Secretary