

THE PROPERTY GROUP OF CENTRAL FLORIDA, INC.

February 01, 2023

Inspection and Copying of Records Policy/Rules

The official records are open for inspection and available for photocopying by members or their authorized agent(s) at reasonable times at the office of the Association's Property Management Company. The Management Company's staff will provide the documents for the perusal of the member or agent. After the inspection, the records/files are to be left in the condition that that were received by member or agent. Payment, if any, must be made at the conclusion of the inspection.

The following process is to be followed when requesting information:

1) Location:

The Property Group of Central Florida, Inc.
2753 State Road 580 Suite 202
Clearwater, FL 33761

2) Time:

Between 9 am and 3:30 pm on normal business days.

3) Appointment:

Must be made not less than 48 hours before inspection.

4) Written Request:

The request to inspect and/or copy the records must be in writing. An itemized list of the records that are to be inspected must be provided as some records such as those relating to the previous year are located at External Storage.

5) Fees:

Payment must be made by check payable to the Association at the time of the service.

Copies of the documents will not be allowed to be removed from the premises without payment being made.

There is no fee for the first half-hour of a meeting to inspect and copy the records within a twelve-month period.

After the "free first half-hour" the service will be billed at a rate of \$20.00 per hour or part thereof.

The cost of copying documents is \$0.25 per page.

The retrieval costs/fees for documents at External Storage vary on the notice period given.

**2753 State Road 580 Suite 202 Clearwater, FL 33761
Tel: (727) 771-7753 or (813) 855-4860 Fax: (727) 238-8801**