

**DLG MANAGEMENT SERVICES  
RULES AND REGULATIONS REGARDING INSPECTION  
AND COPYING OF ASSOCIATION RECORDS**

**I. RECORDS DEFINED** - The Official Records available for inspection and copying are those designated by Chapter 720, Florida Statutes, as amended from time to time.

**II. PERSONS ENTITLED TO INSPECT OR COPY** - Every member or member's authorized representative, as designated in writing, (hereinafter collectively referred to as "member") shall have the right to request association records and/or inspect or copy the Official Records (hereinafter "Records"), as defined in Chapter 720, Florida Statutes, and subject to the exceptions in the law, pursuant to the following rules:

**III. INSPECTION AND COPYING**

A. A member desiring to copy/inspect the Association's Records shall submit a written request to the Manager of the Association at the Association's Official Mailing Address: Board of Directors, c/o DLG Management Services, Inc., 406 N. Hubert Ave., Suite 102, Tampa, FL 33609. The request must be signed and dated by the member making the request, and must show the parcel address. Only the member submitting the written request will be given access to the Records. The request must specify the particular Record subject to inspection, including 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 Records requested. Email requests do not meet this requirement.

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

C. No member may submit more than one request for inspection or copying of the same Record in any ninety (90) day period.

D. No member may submit more than one request per thirty (30) day period.

E. All inspection of Records shall be conducted at the Association Office, or at such other location as may be designated by the Association, from time to time. No member shall remove original Records from the location of inspection. No alteration of the original Records shall be allowed.

F. Records shall be made available for inspection by the Association pursuant to the timeframes set forth in Chapter 720, Florida Statutes. This time frame may be extended by written request of the member or by written mutual agreement of the member and the Association. In addition, this time frame shall be extended in the event Records are so voluminous or otherwise in such condition as to render this time frame unreasonable. The Association shall notify the member, by telephone, in person, or in writing, that the Records are available and the time, date and place for such inspection.

G. Inspections shall be made only by appointment, during regular business hours, on weekdays.

H. If a member desires to obtain a copy of any Record, the member shall designate in writing which Record is desired, or during an inspection the Member 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 working days of receipt of the request. In the event the above referenced time frame is impractical due to the voluminous nature or condition of the Records, then copies will be made available as soon as is practical.

I. A member shall pay 25 cents (\$.25) per page for regular or legal sized black-and-white photocopies, payable in cash or by check, in advance of copying. A member shall pay 50 cents (\$.50) per page for color photocopies, payable in cash, in advance of copying.

#### **IV. MANNER OF INSPECTION**

A. No written request for inspection or copying shall be made in order to harass any member, resident or Association agent, officer, director or employee.

B. All persons inspecting or requesting copies of Records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or office where the Records are otherwise inspected or copied. The Board of Directors, or the office of inspection, shall assign one person to sit in the inspection. That person is not available to answer any questions or discuss any of the Records with the owner making the inspection.

C. The Association shall maintain a log detailing:

- i. The date of receipt of the written request for inspection;
- ii. The name of the requesting party;
- iii. The requested Records;
- iv. The date the member was notified of the availability of the Records;
- v. The date the Records were made available for inspection or copying;
- vi. The date of actual inspection or copying;
- vii. The signature of the member acknowledging receipt or access to the Records.

Every person inspecting or receiving copies of Records shall sign said log or a comparable receipt prior to inspection or receipt of copies.

#### **V. ENFORCEMENT OF INSPECTION AND COPYING RULES**

A. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.

B. Any written requests for inspection or copying not complying with these rules shall not be honored. The Association shall indicate in writing the nature of the non-compliance and transmit same to the requesting party. Any verbal requests for inspection or copying may be responded to at the time by the Association representative notifying the requesting person of the existence of their rules and pointing out the necessity of complying herewith.

C. The Board of Directors may take any available legal action to enforce these rules.

**REQUEST FOR PHOTOCOPYING OF OFFICIAL RECORDS**  
**Requests are not acceptable by email**

TO: BOARD OF DIRECTORS

ASSOCIATION NAME: \_\_\_\_\_

FROM: \_\_\_\_\_, MEMBER,  
Print name

ADDRESS \_\_\_\_\_

RE: REQUEST FOR PHOTOCOPY OF ASSOCIATION'S RECORDS

DATED \_\_\_\_\_, 2024

Dear Sir or Madam:

Pursuant to the policy contained in the "Rules and Regulations Governing Inspection and Copying of Association Records," I hereby request that the following Records of the Association, or portion thereof, be photocopied for my review (use separate attachments if necessary): (must be very specific and list a maximum of 3 documents)

---

---

---

---

---

---

---

---

---

---

Pursuant to Article III, Section I. of the above-referenced Rules, attached herewith is the amount of \$.15 per page\_\_\_\_, as a condition to the Association's photocopying of said Records. I understand that if additional funds are necessary to cover actual costs, payment will be made before the Records are released. Additionally, if the costs levied by the Association for photocopying are less than tendered herewith, the Association will refund the difference.

Per Florida Statutes, requests will be responded to within 5 business days via US Mail

Date: \_\_\_\_\_

Member Signature

\_\_\_\_\_

Date Received by DLG: \_\_\_\_\_

