

TRIPLE CREEK HOMEOWNERS ASSOCIATION, INC.

A RESOLUTION OF THE BOARD OF DIRECTORS
REGARDING INSPECTION OF OFFICIAL RECORDS

Whereas, the Articles of Incorporation and the Declaration of Covenants, Conditions and Restrictions for Triple Creek ("Declaration") provide that the Triple Creek Homeowners Association, Inc., (the "Association") is responsible for the management and operation of the community and for the enforcement of the covenants and restrictions governing the community; and

Whereas, the Articles of Incorporation and the Declaration authorize the Association to adopt reasonable rules and regulations concerning the community; and

Whereas, Florida Statute Section 720.303(5)(g) states that an Association may adopt reasonable written rules governing the frequency, time, location, notice, records to be inspected, and manner of inspections; and

Whereas, the Board of Directors deems it appropriate to update its policies regarding record inspections as permitted by Florida law;

NOW, THEREFORE, be it resolved by the Board of Directors as follows:

- **Records Defined:** The official records available for inspection and copying are those designated by Section 720.303(4) of the Florida Homeowners Association Act, as amended from time to time.
- **Persons Entitled to Inspect or Copy:** Every member or the member's authorized representative, as designated in writing, shall have the right to inspect or copy the official records pursuant to the following rules.
- **Check the Website First:** Most Association records are available on the Triple Creek website at www.triplecreekhoa.com. Members should check the website first before making a request. If the records are available online, members will be directed to the website.
- **Requesting Records:** Requests must be in writing and may be submitted by e-mail or certified mail, as directed herein. Requests by any other method of communication will not be accepted.
 - **Email:** Send requests by completing the Records Request Form to TripleC@ciramail.com. This is the quickest and preferred method.
 - **Required subject line:** Official Records Request
 - **Certified Mail:** Send the completed Records Request Form to: Triple Creek HOA
13013 Boggy Creek Drive
Riverview, FL 33579

Attention: Manager

- **A reason for the request does not have to be stated on the form.**
- **Receiving Records:**
 - **By Email:** Requested records will be sent to the email address provided on the form. You may also list up to two additional email addresses to receive the records.
 - **In-Person:** You can view records on a laptop by making an appointment with the Manager during regular operating hours. Each viewing session is limited to two hours. If you need more time, you must arrange another appointment with the Manager, which will not be unreasonably delayed. No more than two members from the same household may attend the appointment and only one household per appointment is permitted.
 - **Photocopies and Charges:**
 - **Photos:** You may take pictures of the records with your cell phone, camera, or tablet.
 - **Paper Copies:** You can request paper copies with the following charges:
 - 0–10 pages: Free
 - More than 10 pages: Up to \$0.10 per page
 - **Record Format:** All records are maintained digitally. Paper records are not kept, except for recent elections where paper ballots may still be retained depending on when the request is received.
 - **No Non-Existent Records:** If a requested record does not exist, you will be contacted promptly with an explanation.
 - **Response Time:** Records will be delivered within the timeframe required by Florida Statute, which is within 10 business days from receipt of a certified letter or email. The 10-business-day period begins when the receipt of the request is confirmed.
 - **Reasonable Requests:** A reasonable request under the Triple Creek Homeowner’s Association Records Request Policy would be one that adheres to the following criteria:
 - **Specificity:** Try to avoid vague requests or overly broad requests. A clear description of the documents requested shall be included. The request should clearly describe the records being sought. For example, instead of asking for “all financial records,” specify “monthly financial statements for January through June 2024.”
 - **Relevant Dates:** Include specific dates or time periods if applicable. For instance, “Meeting minutes from the annual meeting held on March 15, 2024.”

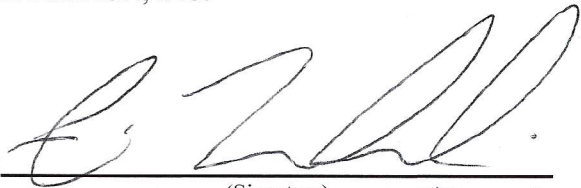
- **Feasibility:** Members should be mindful that asking for a comprehensive set of documents or voluminous records that cover a broad range or extensive period may require more time and resources. In the event records are so voluminous, the Association may need to extend the timeframe for inspection. 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 when the records are available.
 - **Purpose:** The reason for your request does not have to be disclosed. However, no inspection or copying of records shall be conducted in a manner to harass any member, resident, or Association agent, officer, director, or employee.
 - **Frequency:** No member may submit more than one request for inspection or copying of the same record in a thirty (30) day period. Continuous requests (such as “I request a copy of certain documents every week or month”) are prohibited.
- **Manner of Inspection:** All persons inspecting or requesting copies of records shall conduct themselves in a business-like manner and shall not interfere with the operation of the Association office or office where the records are otherwise inspected or copied. The Association office, or office of inspection, shall assign one staff person to assist in the inspection and all requests for further assistance and copying during inspection shall be directed only to that staff persons.
- **Association Log:** The Association may maintain a log detailing
 - The date of receipt of the written request for inspection;
 - The name of the requesting party;
 - The requested records;
 - The date the owner was notified of the availability of the records;
 - The date the records were made available for inspection or copying;
 - The date of actual inspection or copying; and
 - The signature of the member or authorized representative 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.
- **Enforcement of Inspection and Copying Rules**
 - 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.
 - 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 the same to the requesting party within five (5) working days subsequent to receipt of the written request from the member. Any nonconforming requests for

inspection or copying may be responded to by the Association representative notifying the requesting person of the existence of these rules and pointing out the necessity of complying herewith.

The failure of the Association to enforce this policy shall not constitute a waiver of its right to do so thereafter.

IN WITNESS WHEREOF, the Board of Directors has adopted this resolution at a duly called, noticed and convened meeting held this 17 day of October, 2024, and shall become effective immediately.

TRIPLE CREEK HOMEOWNERS
ASSOCIATION, INC.

By: 

(Signature)
Eric Lewandowski, President
(Printed Name and Title)