

**RESOLUTION OF THE BOARD OF DIRECTORS FOR
GRAND HAMPTON HOMEOWNERS ASSOCIATION, INC.**

WHEREAS, Grand Hampton Homeowners Association, Inc. (“Association”), is the entity responsible for the Grand Hampton subdivision located in Hillsborough County;

WHEREAS, Article V Section 4 of the Declaration of Covenants and Restrictions for Grand Hampton (“Declaration”), empowers the Association to adopt, alter, amend, rescind and enforce reasonable rules and regulations;

WHEREAS, Section 720.303, Florida Statutes, contains various provisions relating to the Official Records of homeowners associations in this State;

WHEREAS, the Governor of the State of Florida signed HB 1203 (2024) into law on May 31, 2024, which contains various provisions requiring certain information and documents be maintained on homeowners association websites;

WHEREAS, in light of these new requirements, and with the intent of avoiding liability for the Association related to HB 1203 (2024) obligations, the Board of Directors intends to adopt a reasonable policy mandating compliance with Florida Statutes as they have been amended at the time of execution of this Resolution;

NOW THEREFORE IT BE RESOLVED, the Board of Directors for Grand Hampton Homeowners Association, Inc., adopts the following policy:

I. RECORDS DEFINED

- A. The Official Records (“Records”) referenced in this policy are those designated by Section 720.303(4)(a), Florida Statutes, as amended from time to time.

II. TIME PERIOD RECORDS ARE TO BE RETAINED

- A. All Records shall be retained for at least seven (7) years.
- B. All Governing Documents, including the Declaration, Bylaws, Articles of Incorporation, and current Rules and Regulations shall be retained in perpetuity.

III. POLICY BY WHICH RECORDS ARE TO BE RETAINED

- A. Records shall be maintained within the State of Florida. Records shall be maintained electronically by the Association’s professional management company. If, at any time in the future, the Association is not professionally managed, the Board of Directors shall be responsible for maintaining Records electronically.

- B. Certain Records, specifically defined in Section 720.303(4)(b), Florida Statutes, are required to be posted to the Association's website.

IV. PERSONS ENTITLED TO INSPECT OR COPY

- A. Every member or member's authorized representative, as designated in writing, (hereinafter collectively referred to as "member") shall have the right to inspect or copy the Records and subject to the exceptions in the Law, pursuant to this policy.

V. INSPECTION AND COPYING

- A. A member desiring to inspect the Records shall submit a written request, via hand delivery or U.S. Mail to the Manager of the Association at the Association's Official Mailing Address: 3527 Plam Harbor Boulevard, Palm Harbor, FL 34683. The request must be signed and dated by the member making the request and must state the member's address within the community. 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 must 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 per thirty (30) days.
- D. No member may submit more than one request for inspection or copying of the same Record(s) in any ninety (90) day period.
- E. No member may request the inspection of more than twenty (20) Records at any one time, nor shall the Association be required to produce Records for inspection exceeding two hundred (200) pages at one time. If the member's request exceeds either of these limitations, the Association shall provide Records for inspection in the order requested by the member up to the limiting factor, and the member shall be notified that the other Records will be made available for inspection at another inspection session upon receipt of another written request of the member.
- F. The foregoing limitations shall not apply to a member's request for copies of Records which are required to be photocopied and delivered to the member subject to other provisions of these rules, or any Record which is required to be provided, at no charge, to a member of the Association under Florida Law.
- G. All inspections of Records shall be conducted at the Management 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.

- H. Records shall be made available for inspection by the Association on or before the tenth (10th) working day subsequent to actual receipt by the Association of the written request for inspection. 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.
- I. Inspections shall be made only by appointment, during regular business hours, on weekdays.
- J. 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 must designate the specific Record or portion thereof. Copies of the Record(s) shall be available within five (5) 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.
- K. A member shall pay twenty-five cents (\$.25) per page for regular or legal sized photocopies, payable in cash, in advance of copying. If the member makes electronic or photographic copies on a personal portable device, there will be no charge for the copies.

VI. 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 Management 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.

VII. 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 notify the requesting party of a denial within ten (10) working days subsequent to receipt of the written request from the member. 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.

THIS POLICY MUST BE PUBLISHED ON THE ASSOCIATION WEBSITE

This Policy was adopted by the Board of Directors at the duly called board meeting held on the 8th day of July, 2024.