

**RULES REGULATING THE INSPECTION AND
COPYING OF ASSOCIATION RECORDS AND WRITTEN INQUIRIES
KEY LARGO OCEAN RESORT CONDOMINIUM ASSOCIATION, INC. ("Association")**

The official records available for inspection and copying are those designated by Chapter 718, Florida Statutes, (the "Condominium Act"), as amended from time to time.

Every Unit Owner or the Unit Owner's authorized representative as designated in writing shall have the right to inspect or copy the official records and submit written inquiries to the Association in accordance with the following rules. All references to "Unit Owner" shall be deemed to include the Unit Owner's authorized representative as designated in writing and provided to the Association.

1. A Unit Owner, or a Unit Owner's authorized representative, desiring to inspect the Association's records shall submit a written request to the Association's Property Manager. All records requests must be delivered to the management office by certified mail or by hand deliver with a signed receipt. The request must specify the particular records subject to inspection including pertinent dates or time periods. The request must be sufficiently detailed to allow the Association to retrieve the exact records requested.
2. No more than three (3) written requests to inspect the records shall be permitted from a single Unit Owner in a thirty (30) day period. Inspection or copying of records shall be limited to those records specifically requested. For each written request to inspect records from a Unit Owner, the inspection of all records requested shall be limited to a four (4) hour time period, to take place in one (1) single business day, per month.
3. No Unit Owner shall submit more than one (1) written request for inspection or copying of the same record in a thirty-day (30) period.
4. All inspections of records shall be conducted at the Association's management office or at such other location designated by the Association. Inspections shall be scheduled Monday through Friday, except for holidays during the hours of 9:00 a.m. through 4:00 p.m. No Unit Owner shall remove original records from the location of inspection. No alteration of the original records shall be allowed.
5. If the Association maintains records electronically, the Association may offer the Unit Owner the option of obtaining the requested records on a USB flash drive that is provided by the Association. Due to security concerns, the Association does not accept USB flash drives from other sources. Those opting to obtain records on a USB flash drive shall be responsible for the cost of the USB flash drive required to accommodate the size of the records requested. Alternatively, if any of the electronic records requested are published on the Association's website, the Association may offer the Unit Owner the option of reviewing and obtaining the requested records electronically via the Association's website.
6. Records shall be made available for inspection by the Association on or before the tenth (10th) working day, subsequent to the date of actual receipt by the Association of the written request for inspection. This time frame may be extended by written request of the Unit Owner. The Association shall notify the

Unit Owner by telephone or in writing, that the records are available and the time, date and place for such inspection.

7. If a Unit Owner desires to obtain a copy of any record during an inspection, the Unit Owner shall designate such record by use of a tab or clip upon the pages desired. The Association, at its sole option, may require the Unit Owner to make copies of such records utilizing the Association's copy machine or the Association may have an employee make copies to the extent Association staffing, work-load and other circumstances may allow. In the event that an Association employee is making copies of such records, the copies shall be made available to the Unit Owner within ten (10) working days of the request. In the event the above referenced time frame is impracticable due to the voluminous nature or condition of the records, then copies will be made available as soon as is practical.
8. A Unit Owner shall pay a reasonable fee, covering the costs of labor and material, per page for each copy of an official record such Unit Owner desires to copy. Payment shall be a prerequisite to delivery of photocopies to the requesting Unit Owner. As of the effective date hereof, the cost of copies per page is \$.0.25.
9. Notwithstanding anything to the contrary herein, if a Unit Owner requests copies of records in excess of ten (10) pages, the Association shall have the right, at its sole option, to have the copies made by an outside company selected by the Association. In such event, the Unit Owner shall pay the actual costs charged by the company prior to the copying and delivery of such records.
10. The Association is not required to mail or deliver copies to the Unit Owner upon demand; but rather the Unit Owner can obtain copies or request same, as detailed herein.
11. 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's management office.
12. 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.
13. Any requests for inspection and copying not complying with these rules shall not be honored.
14. The Association reserves the right to amend these rules from time to time as deemed necessary.
15. The Association may take any available legal action to enforce these rules.
16. The Board shall be obligated to respond to only one (1) written official inquiry per unit during any thirty (30) day period. Such inquiry must be limited to a single subject and may not have any sub-parts or sub-headings with additional inquiries. Any additional inquiry or inquiries received by the Board, including those that may be found in sub-parts or sub-headings of an inquiry previously

responded to by the Board, shall be responded to during the subsequent thirty (30) day period, or periods, as applicable. During any subsequent thirty (30) day period, the Board will be obligated to respond to only one (1) of the remaining additional written inquiries, including those that may be found in sub-parts or sub-headings of an inquiry previously responded to by the Board.

Effective this 23RD day of August, 2018.

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