

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE ST. GEORGE
SOUTH HOMEOWNERS' ASSOCIATION, INC.
D/B/A THE COURTS OF LAKE ST. GEORGE ESTABLISHING PROCEDURES FOR
INSPECTION OF OFFICIAL RECORDS OF THE ASSOCIATION**

WHEREAS, Chapter 720 of the Florida Statutes allows every Member of Member's authorized representative, as designated in writing, to inspect certain official records and obtain copies, excluding those records that are exempt from production by law: and

WHEREAS, the statutes allow the Association to adopt rules regarding the frequency, time, location, notices, records to be inspected, and manner of record inspection and copying:

NOW, THEREFORE, it is hereby resolved as follows:

1. Any requests by Members of the Association to inspect official records or obtain copies of such records shall be in writing and mailed to the post office box of the Association's Board of Directors, The Lake St. George South Homeowners Association, Inc., P.O. Box 1686, Oldsmar, Florida 34677. Any communication sent by email to the Board of Directors are not deemed to be received by the Association. Communications sent by email or U.S. Mail or placed at individual homes of Directors or Officers are not deemed to be received by the Association. The corporate address of the Association, as indicated on the State of Florida Division of Corporations website, Sunbiz.org, is the official mailing address of the Association.
2. Each request must include an address and a telephone number where the Member may be contacted. An e-mail address is also recommended.
3. Any member requesting that records be produced must state in detail the specific records that they wish to inspect or copy. Inspection or copying of Records shall be limited to those Records specifically requested in advance, in writing.
4. All official records of the Association will be made available for inspection and or copying. The Association will make best efforts to provide specific records requested in an official records inspection request, in lieu of producing all official records of the Association.
5. Inspections will be arranged, by appointment only, at a time and place to be designated by the Association, during business hours Monday through Friday. Inspections are generally intended to take place at the offices of the Association's management company, but under special circumstances the Board of Directors, or its Agent may designate that such inspections take place at another location.
6. All inspections are limited to a maximum of one request per month for any member, for a maximum of 8 hours of inspection time. No member may submit more than one request for inspection of copying of the same Record more than one time per month.

7. Official Records will not be researched. For example, a request to "provide the electric bills for the five most expensive months during the past four years" would not be acceptable. A request to "provide access to all electric bills for the past four years" would be acceptable.

8. Neither the Association, or its Agent will be required to interpret any document found within the Official Records and need not answer questions for a Member during the course of the inspection of the official records. Questions can be submitted to the Board of Directors in writing via the management company for a later response by the Board or management.

9. No document or report will be created in a format other than that document or report as kept in ordinary course of business. To accommodate a request for inspection of the Official Records, records which may have been kept in an electronic format will be printed so that they can be reviewed by the Member.

10. There will be a witness present during the inspection. In the event that the conduct of a Member during the inspection of the Official Records becomes disruptive or otherwise inappropriate for the location of the inspection, the inspection may be terminated at the discretion of the Association, or its agent.

11. No Member may mark, write upon, alter or remove any portion of the Official Records. Any violation of this provision may result in a suspension of that Member's right to inspect the Official Records.

12. The cost for copies will be twenty-five cents (\$.25) per page, or such other amount as may be determined from time to time, to the maximum extent permitted by law. All copying will be done by the personnel at the office where the records are inspected, unless the Association chooses to have copies made by an outside vendor, in which case the actual cost of copying will be charged to the member requesting the records, or the member requesting the records uses a personal device to make copies of the records.


13. Reasonable costs of personnel and other administrative costs, required to respond to and comply with any request, also may be charged to the requesting Member to the maximum extent permitted by law.

14. Any written requests for inspection or copying not complying with these rules shall not be honored.

15. Pursuant to Fla.Stat. §720.303, any record protected by the lawyer-client privilege as described in Fla.Stat. §90.502 and any record protected by the work product privilege, including but not limited to, (1) a record prepared by an Association attorney or prepared at the attorney's expressed direction which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the Association and which was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings or which was prepared in anticipation of such litigation or proceedings until the conclusion of the litigation or proceedings;

(2) information obtained by an Association in connection with the approval of the lease, sale, or other transfer of parcel; (3) personnel records of Association management company employees, including, but not limited to, disciplinary, payroll, health, and insurance records (for purposes of this paragraph, the terms) "personnel records" does not include any written employment agreements with an Association or management company employee or budgetary or financial records that indicate the compensation paid to an Association or management company employee.); (4) medical records of parcel owners or community residents; (5) social security numbers, driver's license numbers, credit card numbers, electronic mailing addresses, telephone numbers, facsimile numbers, emergency contact information, any addresses for a parcel owner other than as provided for Association notice requirements, and other personal identifying information of any person, excluding the person's name, parcel designation, mailing address, and property address (notwithstanding the restrictions in this paragraph, an Association may print and distribute to parcel owners a directory containing the name, parcel address, and all telephone numbers of each parcel owner, unless expressly permitted by the owner to be included on the parcel owner list.); (6) any electronic security measure that is used by the Association to safeguard data, including passwords; (7) the software and operating system used by the Association which allows the manipulation of data, even if the owner owns a copy of the same software used by the Association. (The data is part of the official records of the Association). If any of the above information is inadvertently disclosed or provided to an Owner during a records inspection or is otherwise provided to an Owner, the Owner agrees, during the inspection or as a result of an inadvertent production to an Owner, that any such documents or records will not be copied, scanned or otherwise recorded and will immediately be returned to the Association. The Owner agrees that any inadvertent disclosure of such information or records is just that, an inadvertent disclosure and the Owner agrees that the Association has not waived any attorney-client, work product or any other statutory privilege available to the Association as a result of such inadvertent disclosure of any of the above listed materials. If, during a records inspection, an Owner discovers that any protected information or records, as listed hereinabove, has been disclosed to the Owner, the Owner shall immediately bring this inadvertent disclosure to the attention of the Association representative present at the records inspection and agrees not to copy or otherwise memorialize the protected information. The Owner agrees that any disclosure is not a waiver of any attorney-client privilege, work product privilege or any other statutory privilege available to the Association as a result of such inadvertent disclosure.

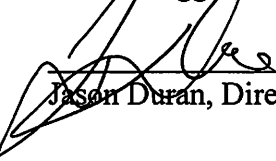
IN WITNESS WHEREOF, the Board of Directors has approved the provisions hereof on April 13, 2017, at a duly called meeting of the Board at which a quorum was present.



David Baier, President




Lou Voltaggio, Vice President



Jason Duran, Director



John Jaufmann, Secretary



Margaret Simon, Treasurer



Tony Gentile, Director