

A BOARD OF DIRECTORS RESOLUTION
OUTDOOR RESORTS AT ORLANDO, INC.
RULES FOR ACCESSING ASSOCIATION RECORDS
March 19, 2011

STATEMENT OF PURPOSE - The specific purpose of the Policies and Rules and Regulations for Outdoor Resorts at Orlando, Inc. are to protect and preserve the rights and financial investments of each and every owner by presenting common sense policies, rules, and regulations and their continued enforcement.

WHEREAS the Condominium has a Declaration, Bylaws, and Rules and Regulations, and,

WHEREAS ARTICLE XVI, Section 1, **As to Common Elements**, of the Bylaws empowers the Board of Directors "from time to time adopt or amend previously adopted administrative rules and regulations governing details of the operation, use, maintenance, management, and control of the common elements of the condominium and any facility or services made available to the unit owners.", and

WHEREAS ARTICLE XVI, Section 2, **As to Condominium Units**, of the Bylaws, "The Board of Directors may from time to time adopt or amend previously adopted policies, rules and regulations governing and restricting the use and maintenance of the condominium unit(s)", and,

WHEREAS the Condominium Act, F. S. 718.303 specifically states "each unit owner, tenant and invitee shall be governed by, and shall comply with the provisions of this chapter, the declaration, the documents creating the association, and the association bylaws, and the provisions thereof shall be deemed expressly incorporated into any lease of a unit.", and,

WHEREAS on the date set above the Board of Directors of Outdoor Resorts at Orlando, Inc., a Condominium, did adopt the following Policies, Rules and Regulations:

POLICY RULES AND GUIDELINES BY WHICH THE ASSOCIATION'S RECORDS SHALL BE ACCESSED:

Whereas, the Association shall be responsible for providing, or denying, access to certain Association records, to unit owners as outlined in provisions of Florida Statute 718.111(12)(c)1, any subsequent revisions, in whole or in part, of the Association's Policies and the Rules and Regulations which shall clarify any ambiguity or additional rule which will supersede any previously adopted rules relating to the areas covered herein when adopted by the Board of Directors from time-to-time. These Policies and Rules and Regulations and subsequent revisions are intended to promote usage conforming to the established character of the Condominium. It is the desire of the Board of Directors to preserve and maintain the integrity of the community's official records as we now have it without allowing deterioration of access to either the official records or the ability of unit owners to access legally available records. That is the intent and purpose of putting forth these policies, rules and the revisions thereof, and,

* Whereas, the association will be in compliance with Florida Statute 718.111(12) (C). All requests for access to records will be in a written format as permitted in this Statute, and,

* Whereas, the official ORO Request to Access Association Records form will be filled out in duplicate by the requester, when the records request or inspection is completed. Both copies are to be signed by the requestor and a member of the office staff that serviced the request. One signed copy to be returned to the requestor, the second signed copy to be logged in and retained by the office, and,

* Whereas, record requests by electronic means, i.e., e-mail will not be honored as outlined by Florida Statute 718, and,

* Whereas, notwithstanding the provisions of Florida Statute, the following records are not accessible to unit owners as outlined in paragraphs Florida Statute 718.111(12)(C), (1),(2),(3),(4),(5),(6),(7), and,

* Whereas, if records requested by a unit owner are not available for inspection within the required 5 business day period, the requestor will be notified in written format within 5 business days regarding the availability of the requested records, and,

* Whereas, as permitted by statute, the association will charge an appropriate fees of \$0.50 per page for copying documents and charge at a prorated office staff hourly rate per hour to apply in excess of 15 minutes, or fraction thereof, for office staff time in researching, retrieving, and providing security for certain records when necessary, and,

* Whereas, record requests by a unit owner will be honored on a monthly basis, and,

* Whereas, no records or documents will be allowed to leave the office to be copied, and,

* Whereas, a copy of the Records Request form is available in the office and on the ORO website for copying.

Directors Signature:

Robert P. Jones

Lynn M. Pette

Vital E. Derwinski

See Master

Edmond Bonaguidi

Mr. H. C. / An

Beverly Hamilton

James E. Bell

Outdoor Resorts at Orlando, Inc.
REQUEST TO ACCESS ASSOCIATION RECORDS

This request to access records of the association and records checklist is designed to facilitate the inspection process. Use of this form is recommended, but not required.

DIRECTIONS TO UNIT OWNER: In the space provided below, enter the date, name of the association, and specifically identify and list the documents to be inspected and/or copied. In order to alleviate potential problems and to expedite the process, it is recommended that you narrow your request as much as possible for each issue targeted. Print your name, unit number, and telephone number at the bottom of the page. Send the original to the board or its designee and keep a copy for your use. Delivery of the request to the board or its designee should be made either by witnessed hand-delivery or certified mail, return receipt requested unless the association has adopted specific rules regarding requesting access to records in which case you should follow those rules. After delivery of the request, the burden is on you (the unit owner) to initiate and make contact with the board or its designee, either in person, by telephone or e-mail, to set a specific and an alternate time, date, and place to inspect and copy the requested records. **At the inspection, first inventory the documents provided against this list of requested records.** If the document requested is provided circle yes, if not, circle no. Then proceed with your records inspection appointment.

Today's Date: _____, 20____.

DIRECTIONS TO THE BOARD:

THE BOARD OF DIRECTORS OR ITS DESIGNEE OF

_____ CONDOMINIUM ASSOCIATION:

I request to inspect and copy the following official records of the association:

List of each document to be inspected and/or copied	Was the document provided?	Comments
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	

Florida law provides: "The official records of the association are open to inspection by any association member or the authorized representative of such member at all reasonable times. The records of the association shall be made available to a unit owner within 45 miles of the condominium property or within the county in which the condominium property is located within 5 working days after receipt of written request by the board or its designee." Further, "The failure of an association to provide the records within 10 working days after receipt of a written request shall create a rebuttable presumption that the association willfully failed to comply." SEE: § 718.111(12), Florida Statutes.

Please contact me upon receipt of this request to set a specific and alternate date, time, and place for the inspection and copying of the records.

Name : _____ Unit Number: _____

Telephone Number: _____

THE FOLLOWING RECORDS ARE NOT ACCESSIBLE TO UNIT OWNERS:

1. Records prepared by or at the direction of an association attorney which reflects legal conclusions, strategies or legal theories and which were prepared for civil or criminal litigation or adversarial administrative proceedings until the conclusion of those proceedings.
2. Certain information obtained by an association in connection with the approval of the lease, sale or some other form of transfer of a unit.
3. Personnel records of association employees, including, but not limited to, disciplinary, payroll, health, and insurance records.
4. Medical records of unit owners.
5. Social security numbers, driver's license numbers, credit card numbers, e-mail addresses, telephone numbers, emergency contact information, any addresses of a unit owner other than as provided to fulfill the association's notice requirements and other personal identifying information of any person, excluding the person's name, unit designation, mailing address, and property address.
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 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.

