

**Julington Creek Plantation Property Owners' Association, Inc.**  
Board Policy

**Subject:** Member Document Inspection

Julington Creek Plantation ("JCP") is a deed-restricted community that is governed by the Julington Creek Plantation Property Owners' Association, Inc. ("POA"), whose affairs are overseen by a Board of Directors ("BOD"). The POA, through the BOD, employs a Property Manager ("PM") to manage the day-to-day affairs of the POA.

This policy establishes rules regarding the inspection and copying of the official POA records.

**Background**

1. Section 720.303(5)(c), Florida Statutes, provides that an association may adopt reasonable written rules governing the frequency, time, location, notice, records to be inspected, and manner of inspections, provided such rules do not limit a parcel owner's right to inspect records to less than one 8-hour business day per month.
2. The BOD of JCP desires to adopt such reasonable written rules as allowed by the statute.

**Policy**

3. The BOD of the JCP POA shall adopt rules governing inspection and copying of the official records of the POA as follows:
  - ✓ A. Within ten (10) business days after receipt of a written request from a Member, the official records of the POA shall be made available for inspection by that Member, or their authorized agent, on a specified Wednesday ~~morning from 8:30 a.m. to 10:30 a.m.~~ at the offices of the POA Property Manager, or such other place as designated in writing by the BOD from time to time.
  - ~~B. If, instead of access to inspect the official records, a Member makes a written request for the production of certain specified documents, an estimate of reasonable charges for research, assembly, and copies will be provided to the Member within ten business days after receipt of the request and, after payment by the Member of a deposit in the amount of the estimated charges, the requested copies will be made. At the time the copies are provided to the Member, an accounting of the actual charges for research, assembly, and copies will also be provided and, if the amount is greater or less than the amount of the deposit, at that time either the Member must pay any charge in excess of the deposit or any excess deposit will be refunded to the Member.~~

Adopted: 11-30-11

Revised: 8/28/19 