

JUPITER BAY CONDOMINIUM ASSOCIATION, INC.

**RULES AND REGULATIONS REGARDING INSPECTION
AND COPYING OF RECORDS**

I. INSPECTION AND COPYING.

- A.** The official records of the Association are open to inspection by any Unit Owner or authorized representative of such unit owner (as designated in accordance with these rules) on business days.
- B.** A Unit Owner desiring to inspect the official records of the Association shall submit the request to the Association in writing in an envelope marked **"Records Inspection Request"** and delivered to the Association either **via hand delivery or certified mail to the Jupiter Bay Condominium Association, Inc., at 275 Palm Avenue, D-105, Jupiter, FL 33477.** A Request received via electronic transmission (e.g., email, text message) will not be considered to be delivered properly and denied in its entirety. The request must be legible. The request should describe, to the extent practicable or known to the Unit Owner, each record, or category of records, as listed in Section 718.111(12) of the Act the Unit Owner desires to inspect. To the extent the Unit Owner wishes to inspect Official Records spanning a specified period of time within the retention period the Association is obligated to maintain such records pursuant to the Act, the Unit Owner should specify the pertinent dates or time periods the Unit Owners wishes to inspect.
- C.** No more than three (3) written requests to inspect the Official Records shall be permitted from a single Unit Owner and/or his or her authorized representative, or a single authorized representative irrespective of the number of Unit Owners said individual represents, within a thirty (30) day period. Requests exceeding these limits will be denied in their entirety.
- D.** Upon receipt of the written request, the Association will acknowledge in writing receipt to be mailed to the unit owner to the mailing address on file with the Association unless otherwise specified in the unit owner's inspection request. The Association will make its official records available for inspection either at the condominium property or at a location within 45 miles of the condominium property or within Palm Beach County within the time frame specified by law (currently 10 business days after receipt by the board or its designee of a written request). The Association's written acknowledgement will specify the location where inspection shall occur.
- E.** The Association may also offer the option of making the records available to a

Unit Owner electronically via the Internet pursuant to a website the Association has implemented to comply with Section 718.111(l 2)(g), Florida Statutes (2024), as amended and renumbered from time to time, or by allowing the records to be viewed in electronic format on a computer screen and printed upon request.

- F.** In its written acknowledgement, the Association will present a date and time to inspect the records and request the Unit Owner to contact the Association to coordinate a mutually convenient date and time if the proposed date(s) and time(s) cannot be coordinated by the Unit Owner. If the Unit Owner does not respond to the Association's acknowledgement letter by either contacting Association verbally or in writing within 10 business days of the Unit Owner's receipt of the Association's acknowledgement letter, then the records will be produced for inspection and copying at the location specified in the Association's acknowledgement letter. If the Unit Owner does not contact the appointed board member or Secretary of the Association to coordinate a mutually convenient date and time for the initial inspection, or fails to appear for said inspection on the date and time specified in the Association's acknowledgement letter, the Unit Owner's inspection request shall be deemed abandoned and the Unit Owner will be required to submit a new request to the Association in accordance with these Rules and Regulations. The Association is not required to locate the requested records from all of the official records requested by a Unit Owner. Therefore, the Association may produce the Records in the manner in which they are maintained by the Association in the ordinary course of business, or provide the Records as detailed in the Unit Owner's written request.
- G.** The inspection will be under the supervision of a person or persons designated by the Secretary of the Association to monitor and assist in the record inspection.
- H.** Each records inspection session for a Unit Owner shall not exceed four (4) hours. If, during the initial session, the Unit Owner requests additional time, they must coordinate with the designated inspection supervisor to schedule a subsequent session, also limited to four (4) hours. If further sessions are needed, each shall not exceed four (4) hours. If a Unit Owner leaves before the allotted time expires or completes a full four (4)-hour session without requesting additional time, the Association will presume the inspection is complete and will be deemed to have fulfilled its statutory obligations. The Unit Owner may submit a new inspection request for a future date in accordance with these rules.
- I.** At the start of the inspection, and to document what records were and were not provided to the Unit Owner in response to the records inspection request,

the Association will provide a checklist to the Unit Owner or designated representative who is approved for the inspection, receipt of which shall be acknowledged by the Unit Owner or representative conducting the inspection by signing and dating the checklist.

- J.** During the record inspection, no mark whatsoever shall be made on any record, nor shall any pages affixed together by staple, paperclip, or other means be disassembled, nor shall the records being inspected be altered from the sequence in which they are presented for the inspection. Further, no record inspection shall occur under circumstances which cause the record to leave the control of the Association, nor shall any record be removed from the location of the inspection for any reason whatsoever.
- K.** The right to obtain copies of records is incidental to, and a part of, the inspection of records. During the inspection of records, a unit owner or authorized representative may request the Association to copy any document by placing a paper clip, post it memo sheet, or other similar marking device on the document or documents of which copies are desired, and by advising the supervising person of the number and location of said marking devices.
- L.** If during the inspection of the records, the unit owner has determined the need or desire for a copy of said record, the Association shall make or obtain those copies and provide same to the unit owner within five (5) working days from the date of the record inspection and subject to the Association receiving prior payment therefore.
- M.** The Association is not required to make and/or mail or deliver record copies to the unit owner or an authorized representative upon demand; but rather the unit owner or authorized representative can obtain record copies or request same, as detailed herein, during the inspection.
- N.** A unit owner shall pay the Association in advance, a reasonable sum per page for copies of records requested to be copied, said payment to be cashier's check, money order, business or personal check, whichever the Association specifies. If the Association's photocopy machine is unavailable during a records inspection, or if the records requested to be copied exceed 25 pages in length, the Association may have copies made by an outside duplicating service and may charge the Unit Owner the actual cost of copying, as supported by the vendor invoice.
- O.** A Unit Owner or the Unit Owner's representative shall be entitled to use a portable device, including a smartphone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make an electronic copy of the official records in lieu of the Association providing the Unit Owner

or his or her authorized representative with a copy of such records. The Association may not charge a fee to a Unit Owner or his or her authorized representative for the use of a portable device.

- P.** Records which are protected from disclosure will not be made available for inspection and copying. Lists of Unit Owners containing their names, mailing addresses, telephone numbers, and email addresses designated by members for receiving notices by electronic transmission, and which are not Protected Records under the Act, shall not be disclosed or released by a Unit Owner or the Unit Owner's representative to third parties, except to the Unit Owner's legal and accounting professionals who have a need for such information to render professional services to the Unit Owner, or as may be authorized by law, a tribunal, or court of competent jurisdiction.
- Q.** The Association or its authorized agent is not required to provide a prospective purchaser or lienholder with information about the condominium or the Association other than information or documents required by the Act or Governing Documents to be made available or disclosed.

II. MANNER OF INSPECTION.

- A.** 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 office or place where the records are otherwise inspected or copied.

III. MISCELLANEOUS RULES.

- A.** Any written requests for inspection or copying not complying with these rules will be denied. The Association shall indicate in writing the nature of the noncompliance and transmit same to the requesting party within five working days subsequent to receipt of the written request.
- B.** Verbal requests for inspection or copying will neither be honored nor acknowledged.
- C.** Unit Owners agree that they shall not use any Official Records or any information contained in such records for commercial purposes, as further illustrated below. In addition, Unit Owners shall not disclose any Official Records or any information contained within such records obtained during a records inspection to non-members of the Association, except as expressly permitted by these Rules, the Act, or any other applicable law. The foregoing prohibition on disclosing Official Records to non-members includes disclosure via electronic means such as via electronic mail ("email") or by posting Official Records or information contained in Official Records on a website. By way of

illustration, the Association considers the following to be a prohibited disclosure of Official Records in violation of these Rules:

(i) Disclosure of a list of Unit Owners containing their mailing addresses, numbers, and/or email addresses in violation of Section IL N. of these Rules;

(ii) Disclosure to non-members of any contract or any of the terms thereof, including pricing, the Association has entered into with a contractor or vendor, or disclosure to non-members of any bids or summary of bids, from a contractor or vendor, which is deemed an Official Record by the Act, but has been identified or marked with such words as "proprietary information", "confidential information", or words of similar meaning.

(iii) Selling or distributing any of the Association's Official Records inspected, or information contained in such records, to non-members for financial gain, or aiding and abetting any person in procuring any list of the members of the Association that such person is not entitled to independently request and obtain from the Association under the Act;

Exhibit "B"

JUPITER BAY CONDOMINIUM ASSOCIATION, INC.

275 Palm Avenue, D-105

Jupiter, FL 33477

**ACKNOWLEDGEMENT OF INSPECTION OF OFFICIAL RECORDS AND
RECEIPT OF COPIES OF SAID DOCUMENTS**

The undersigned Unit Owner(s) hereby acknowledge(s) and confirm(s) that he/she/they was/were granted access to the Official Records of the Association that the undersigned requested to inspect and copy. Furthermore, the undersigned hereby acknowledge(s) having been afforded the opportunity to copy those documents the undersigned requested to inspect and copy, or that said documents have been provided to a third-party vendor for copying. The undersigned further acknowledge(s) and agree(s) that he/she/they was/were given the opportunity to use an electronic device to make copies of the Official Records.

_____ I have received copies of all official records I requested.

_____ I have scheduled a follow-up inspection to complete my inspection for the following date, time and location:

Date: _____

Time: _____

Location: _____

Date: _____

Unit Owner: _____

Unit Owner: _____

Unit Owner's Designee: _____