

IMPERIAL GOLF ESTATES HOMEOWNERS ASSOCIATION, INC.

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RULE GOVERNING INSPECTION OF OFFICIAL RECORDS

February 6, 2009

The Articles of Incorporation and the Declaration of Covenants, Conditions, and Restrictions of the Imperial Golf Estates Homeowners Association, Inc. give the Board of Directors the authority to promulgate and enforce reasonable rules and regulations.

Florida Statute (F.S.) 720.303 (4) defines the Official Records of a Homeowners Association and F.S. 720.303 (5) states that official records must be open for inspection and available for photocopying by association members at reasonable times and places. Further the association may adopt reasonable rules governing the frequency, time, location, notice, records to be inspected and manner of inspection. In addition, the statute states that the association may impose fees to cover the costs of providing copies of the official records, including without limitation, the costs of copying.

These fees can include the costs of accumulating the requested records in a location that is suitable for review and copying while maintaining control of the records. The first 25 copies requested of official records in any year will be provided to a Member without charge, but any additional copies shall be at the price stated in the contract between the Property Manager and the HOA, currently .18 per page.

It has been the policy of the Board of Directors and the Property Manager to require written requests from Members to view the official records of the Association. The written request must be specific enough so that the Property Manager can reasonably ascertain the actual records that the Member wishes to review. These records are maintained by the Property Manager in multiple operational locations for current year records and for prior year records at an off-site storage facility. The Property Managers various offices support not only our Association, but also other clients at the same time. The off-site storage facility includes not only our Associations records, but also records for other clients of the Property Manager. Copy machines are available at the Property Managers offices, but not at the storage site. An appointment is required to be requested by the Member from the Property Managers office for inspection of the requested records at a time that does not interfere with the Property Manager's other clients and business operations.

Therefore all requests to view the official records of the Association must be in writing to not only the Board of Directors, but also the Property Manager's office.

The Board of Directors has implemented the following Rule:

All requests for inspection of the official records of the association shall be in writing to both the Property Manager and the Board of Directors and shall include the specific records to be inspected, including the specific years records requested. The Property Manager shall estimate any fees and costs that may be required for complying with the request and the Member shall be notified of these fees and costs in writing. An appointment shall be required by the Member from the Property Managers office to set a time for review of the requested records that do not interfere with the other clients and business operations of the Property Managers offices. No more than one request per month from a Member for inspection of official records shall be accepted to minimize the impact of these request on the Property Managers operations.

Board of Directors
Imperial Golf Estates Homeowners Association