

**Policy of the Board of Directors
Lakewood at the Crossings Homeowners Association, Inc.**

Inspection & Copying Policy

Pursuant to the applicable Florida Statutes regarding the inspection and copying of the official records of the Association, the following policy is hereby adopted for the inspection and copying of the official records for Lakewood at the Crossings Homeowners Association, Inc.

1. The official records for Lakewood at the Crossings Homeowners Association, Inc., shall be maintained at the following address located within 45 miles of the Association and within Seminole County, Florida:

Bono & Associates
122 Middle Street
Lake Mary, Florida 32746
(407) 233-3560.

2. The official records for Lakewood at the Crossings Homeowners Association, Inc., are available to any parcel owner or their authorized agent.
3. In order to inspect the official records for Lakewood at the Crossings Homeowners Association, Inc., a parcel owner must provide a written request to Bono & Associates at the address above. If the parcel owner requests that his/her agent inspect the official records on his/her behalf, then the parcel owner shall state the name of his/her agent who will be inspecting the official records.
4. Official records for Lakewood at the Crossings Homeowners Association, Inc., shall be available for inspection and/or copying within ten (10) business days after receiving a written request for same.
5. Any inspection of the Official records for Lakewood at the Crossings Homeowners Association, Inc., shall be by appointment only. In order to schedule an appointment, the parcel owner or his/her agent shall contact Bono & Associates as the number above at which time an appointment shall be scheduled during regular working hours for Bono & Associates, between Monday – Thursday from 9:00 – 4:00 and Friday from 9:00 – 1:00. The official records shall not be available for inspection on weekends or holidays.
6. In order to inspect the official records for Lakewood at the Crossings Homeowners Association, Inc., the parcel owner or his/her agent will be required to show valid identification prior to the inspection. Only the parcel owner or the parcel owner's agent identified in the written request to inspect the records shall be allowed to inspect the official records for Lakewood at the Crossings Homeowners Association, Inc.

7. In the event that any parcel owner or his/her agent request copies of any of the official records for Lakewood at the Crossings Homeowners Association, Inc., there shall be a charge due in the amount of \$0.25 per page. Said charge shall be due prior to any copies are made or provided and shall be paid to Bono & Associates.
8. Request for copies that are less than twenty-five (25) pages shall be provided at the time of inspection after payment. Request for copies that are greater than twenty-five (25) pages shall be made available for pickup at a later date and time but not more than five (5) business days later.
9. In the alternative, the Association shall allow a parcel owner or his or her authorized representative 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's providing the parcel owner or his or her authorized representative with a copy of such records. The association will not charge a fee to a parcel owner or his or her authorized representative for the use of a portable device.
10. Notwithstanding this paragraph, the following records are not accessible to parcel owners or parcel owners:
 - a) Any record protected by the lawyer-client privilege as described in s. 90.502 and any record protected by the work-product privilege, including, but not limited to, a record prepared by an association attorney or prepared at the attorney's express 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.
 - b) Information obtained by an association in connection with the approval of the lease, sale, or other transfer of a parcel.
 - c) Personnel records of association or management company employees, including, but not limited to, disciplinary, payroll, health, and insurance records. Medical records of parcel owners or community residents.
 - d) Social security numbers, driver 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. Any electronic security measure that is used by the association to safeguard data, including passwords.
 - e) 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.

Lakewood at the Crossings Board of Directors