



## REQUEST TO ACCESS ASSOCIATION RECORDS

Today's Date: \_\_\_\_\_

§ 719.104.2(c), Florida Statutes 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. Association members may use a portable device, including, 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 member or his or her authorized representative with a copy of such records. The right to inspect the records includes the right to make or obtain copies, at the reasonable expense, if any, of the association member. The cost to make or obtain copies will be \$1.00 per page. Pursuant to the Florida Statutes, certain records of the Association are not accessible to members. 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.

TO THE BOARD OF DIRECTORS OR ITS DESIGNEE OF TROPIC ISLES CO-OP, INC:

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                   |          |

Name: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Stamp Received:

# Copies Requested: \_\_\_\_\_

Signature when documents received: \_\_\_\_\_

Date Stamp:

**DIRECTIONS TO UNIT OWNER:** In the space provided on the previous page, enter the date, 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 Association office and keep a copy for your use. Once the Association has received the request, you will be notified by phone that the requested records are available for inspection. If you require copies, the office will provide copies at a cost of \$1.00 per page. The Association is not able to mail, email or transmit by any electronic device, your records request.