

River Wilderness of Bradenton Foundation, Inc.
Records Request Policy

The following shall be the standing policy of the River Wilderness of Bradenton Foundation, Inc. in relation to a request from an owner to review the records of the Foundation, as allowed by Section 720.303(5), *Florida Statutes*:

1. Requests to inspect the records of the Foundation may be made by an owner or their agent, as identified in writing by the owner. Requests shall be limited to ONE (1) written request per owner, per month.
2. All requests to inspect the records shall be made in writing, in hard copy, and sent to the Association's property manager, via certified mail. NO faxed, emailed, electronic, or otherwise submitted requests shall be accepted.
3. At the time a request is received by the property manager, it shall be date-stamped, and that date shall be deemed the date the records were requested.
4. Upon receipt of the request, an authorized representative of the Foundation will contact the requesting party, in writing, to schedule an appointment to review the records or make alternate arrangements for procurement of the requested records. The requesting party shall be afforded the equivalent of one (1) 8-hour business day per month for inspection at the property management office.
5. Documents shall be produced as they are kept in the ordinary course of business; however, records kept in an electronic format may, in the discretion of the Foundation or its agent, be printed for inspection by the requesting party. The Foundation shall not be required to produce any report not kept in the ordinary course of business or alter the format of any record to satisfy a specific request.
6. Copies shall be made at a cost of 25 cents per page. The owner shall be charged \$20.00 per hour for the cost of personnel to retrieve (and return records to/from storage) and/or copy the records, and/or monitoring the owner's or their agent's inspection of the records, if the time spent retrieving, copying and/or inspecting the records exceeds one-half hour. If the records requested to be copied exceed 25 pages in length, the Foundation may have copies made by an outside vendor and may charge the owner the actual cost of copying.
7. An owner may not connect any device such as thumb drives or hard drives directly to, or install any software on, Argus computers to copy records.

This policy adopted at a meeting of the Board of Directors of the River Wilderness of Bradenton Foundation Inc. on August 18, 2020 .

P. DIGIROLAMO

Peter DiGirolamo, President
River Wilderness of Bradenton Foundation, Inc.