



RECORDS REVIEW / INSPECTION POLICY

- Policy:** This policy provides guidelines to be used for review of Pinestone records by homeowners.
- Purpose:** This policy is established to facilitate the inspection of Association records. Per Florida Statute any owner has the right to review the Official Records of the Association.
- Procedures:** The Statute required that records be available within ten (10) days of any written request, and allows the Association to adopt reasonable rules regarding the frequency, time, location, notice, and manner of record inspections and copying.

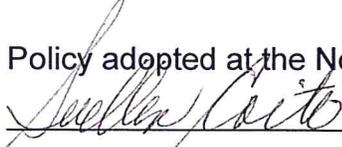
Records that do not fall into the Owners review are:

1. Records protected by the Attorney Client privilege
2. Information obtained by an association in connection with the approval of the lease, sale, or other transfer of a unit.
3. Personnel records of association or management company employees, including, but not limited to, disciplinary, payroll, health, and insurance records.
4. Medical records of unit owners.
5. Social security numbers, driver license numbers, credit card numbers, e-mail addresses, telephone numbers, facsimile numbers, emergency contact information, addresses of a unit owner other than as provided to fulfill the association's notice requirements, and other personal identifying information of any person, excluding the person's name, unit designation, mailing address, property address, and any address, e-mail address, or facsimile number provided to the association to fulfill the association's notice requirements.
6. Electronic security measures that are used by the association to safeguard data, including passwords.
7. The software and operating system used by the association which allow 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.

Owners may request copies of the records. The copies will be billed at twenty five cents (\$.25) per page, or the actual current copying cost, whichever is greater.

Records will be available for review, after written request of a homeowner on Tuesdays between 2 and 3 PM. Receipt of the request will be sent with a confirmation of the meeting for the records review.

Policy adopted at the November 15th, 2016 Board of Directors Meeting


Suellen Coito, President