

**RIVER COUNTRY ESTATES OWNERS' ASSOCIATION, INC.**  
**RECORDS REQUEST POLICY**

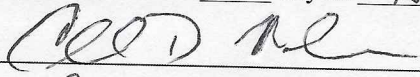
The following shall be the standing policy of River Country Estates Owners' Association, Inc. in relation to a request from an owner or from an agent for an owner to review the records of the Association, as allowed by Section 720.303(5), Florida Statutes:

1. Requests to inspect the records of the Association may be made by an owner or their agent, as identified in writing by the owner. Requests shall be limited to one (1) request per owner, per month, and must be made in writing as indicated herein. Owners are requested to provide their preferred email address in their written request so the Association's representative can expeditiously respond.
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, personally delivered or otherwise submitted requests shall be accepted. The address to make such requests is:

River Country Estates Owners' Association, Inc.  
5331 Commercial Way, Suite 106  
Spring Hills, Florida 34606
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. The records shall be made available for inspection within ten (10) business days of the date the request is received.
4. Upon receipt of the request, an authorized representative of the Association 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 a total of eight (8) hours of inspection time per request.
5. Documents shall be produced as they are kept in the ordinary course of business, including electronically. The Association shall not be required to produce any document or report not kept in the ordinary course of business, or alter the format of any record to satisfy a specific request.
6. Record inspections may be performed by the owner or their designated representative. Such persons shall conduct themselves in a businesslike manner and shall not create a nuisance or interfere with the operation of the location where the records are inspected or copied. Persons inspecting records shall not be entitled to question an Association representative during such inspection as to the content of the records or otherwise. Disruptive behavior shall result in the termination of the inspection and the owner shall be required to submit a new request the following month to complete the inspection.
7. Copies shall be made at a cost of \$.25 per page if an owner requests that the Association utilize the Association's copier for such copies. If the records requested to be copied exceed 25 pages in length, the Association may have copies made by an outside vendor and may charge the owner the actual cost of copying. Nothing in this paragraph shall prohibit an owner from utilizing a personal device to copy or photograph records of the Association.
8. Records may not be republished on social media or otherwise distributed to the public unless in connection with the sale of a Lot or as required by law.

9. All Association records shall be kept and maintained in accordance with the requirements of Florida Statute Section 720.303(4)(a) and the Association's governing documents.
10. All Written Inquiries shall be made by certified mail to the Association's property manager. The Association shall only answer one (1) Written Inquiry per owner in any given thirty (30) days period. Each additional Written Inquiry received within the thirty (30) day response period shall be answered in the subsequent thirty (30) day period(s).

Approved by Board on this 12<sup>th</sup> day of November, 2024.

Signed: 

Title: PRESIDENT

Print Name: Colleen D. Nole