

**A RESOLUTION BY THE BOARD OF ADMINISTRATION OF CLUB HACIENDAS CONDO ASSOC., INC., ESTABLISHING RULES GOVERNING INSPECTION OF RECORDS, UNIT OWNER FREQUENCY AND MANNER OF RESPONDING TO UNIT OWNER INQUIRIES**

THAT WHEREAS, Section 718.111 (12) (b) & (c), Florida Statutes authorizes the adoption of rules regarding the inspection of Association records,

NOW THEREFORE BE IT RESOLVED by the Board of Administration of Club Haciendas Condominium Association Inc., that:

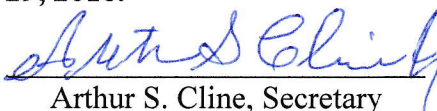
- 1. Inspection of records: Any unit owner may inspect the Association records for one (1) hour upon advance notice by written request. Inspection of records request is limited one (1) per month at the location where records are kept.**
- 2. Email will not be accepted as a written request.**
- 3. All requests must be sent to: Club Haciendas Condo Assoc., Inc. at the current principal address per Florida Dept. Of State, Div. of Corporations. P.O. Box 5027, Titusville, FL 32783-5027. Please note we follow the statutory time limits in Florida Status 718.**

THAT WHEREAS, Section 718.112 (1) & (2)(a)2, Florida Statutes permits the establishment of rules and regulations regarding the frequency and manner of responding to unit owner inquiries,

NOW THEREFORE BE IT RESOLVED by the Board of Administration of Club Haciendas Condominium Association Inc., that:

- 1. One (1) written inquiry per unit in any given 30-day period. Any additional inquiry or inquires will be responded to in subsequent 30-day period, or periods. All inquiries must be in writing and sent via Certified Mail.**
- 2. Email will not be accepted as a written request.**
- 3. All requests must be sent to: Club Haciendas Condo Assoc., Inc. at the current principal address per Florida Dept. Of State, Div. of Corporations. P.O. Box 5027, Titusville, FL 32783-5027. Please note we follow the statutory time limits in Florida Status 718.**

ADOPTED by the Board of Administration this 7<sup>th</sup> day of May, 2004.  
Updated address on September 29, 2016.

By:   
Arthur S. Cline, Secretary