

**RULES AND REGULATIONS REGARDING INSPECTION
AND COPYING OF ASSOCIATION RECORDS
LONE STAR RANCH HOMEOWNERS
ASSOCIATION, INC.**

I. RECORDS DEFINED

The official records available for inspection and copying are those designated by F.S. 720.303(4), as amended from time to time.

II. PERSONS ENTITLED TO INSPECT OR COPY

Every Owner or the Owner's authorized representative, as designated in writing (hereinafter collectively referred to as "Owner"), shall have the right to inspect or copy the official records pursuant to the following rules.

III. INSPECTION AND COPYING

- A. An Owner desiring to inspect the Association's records shall submit a written request to the Manager of the Association. The request should be mailed to: Ameri-Tech Community Management, Inc. CORPORATE HEADQUARTERS, 24701 US Highway North, Suite 102, Clearwater, FL 33763. The request must specify the particular record(s) subject to inspection including pertinent dates or time periods, and shall state whether the request is for inspection or a photocopy. The request must be sufficiently detailed to allow the Association to retrieve the records requested. The Association, in its discretion, may produce the records in the manner in which the records are kept, in which event it will be the responsibility of the Owner to locate the requested document.
- B. Inspection or copying of records shall be limited to those records specifically requested in advance in writing.
- C. No Owner may submit more than one request for inspection or copying of the same record in a one hundred and eighty (180) day period.
- D. An Owner may make a request for a record for which there has not been a previous request more frequently than by 90 days.
- E. No Owner may request the inspection of more than twenty (20) records at any one time, nor shall the Association be required to produce records for inspection exceeding 200 pages at one time. If the Owner's request exceeds either of these limitations, the Association shall provide records for inspection in the order requested by the Owner up to the limiting factor, and the Owner shall be notified that the other records will be made available for inspection at another inspection session upon receipt of another written

request of the Owner. No inspection session shall last more than three (3) hours total in length. The foregoing limitations shall not apply to an Owner's request for copies of records that shall be photocopied and delivered to the Owner subject to other provisions of these rules.

- F. All inspections of records shall be conducted at Ameri-Tech's Community Management office located at 24701 US Hwy 19 North, Suite 102, Clearwater, FL 33763 or at such other locations that may be designated by the Association from time to time. An employee of the Ameri-Tech company or a member of the Board of Directors shall be present at the time of inspection. No Owner shall remove original records from the location of inspection. No alteration of the original records shall be allowed.
- G. Records shall be made available for inspection by the Association on or before the tenth business day subsequent to actual receipt by the Association of the written request for inspection. This time frame may be extended by written request of the Owner. In addition, this time frame shall be extended in the event records are so voluminous or otherwise in such condition as to render this time frame unreasonable. The Association shall notify the Owner, by telephone, in person, or in writing (and either delivered by U.S. mail or electronically), that the records are available and the time, date and place for such inspection.
- H. Inspections shall be made only by appointment, between the hours of 9:00 AM and 4:00 PM on any day the Association office is open or as otherwise designated by the Board or Manager.
- I. If an Owner desires to obtain a copy of any record, the Owner shall designate in writing which record is desired, or during an inspection the Owner may designate such record by use of a tab or clip upon the pages desired. Any written request shall designate the specific record or portion thereof. Copies of the record(s) shall be available within five working days of receipt of the request. In the event the above-referenced time frame is impracticable due to the voluminous nature or condition of the records, then copies will be made available as soon as is practical.
- J. An Owner shall pay \$0.25 cents per page for regular or legal sized photocopies, payable in cash or by personal check, at the time the copies are delivered; provided however, payment in advance of copying may be required by the Manager in their discretion, taking into account such factors as the amount of the copying charge, the payment record of an Owner, and other relevant factors. The Association may charge the Owner other costs that are incurred by it that arise from the Association's obligation to provide and make copies of official records.

IV. MANNER OF INSPECTION

- A. No written request for inspection or copying shall be made in order to harass any Owner, resident or Association agent, officer, director or employee.
- B. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or

office where the records are otherwise inspected or copied. The Association office, or office of inspection, shall assign one staff person to assist in the inspection and all requests for further assistance and copying during inspection shall be directed only to that staff person.

C. The Association shall maintain a log detailing:

- i. The date of receipt of the written request for inspection;
- ii. The name of the requesting party;
- iii. The requested records;
- iv. The date the Owner was notified of the availability of the records;
- v. The date the records were made available for inspection or copying;
- vi. The date of actual inspection or copying;
- vii. The signature of the Owner acknowledging receipt or access to the records. Every person inspecting or receiving copies or records shall sign said log or a comparable receipt prior to inspection or receipt of copies.

V. ENFORCEMENT OF INSPECTION AND COPYING RULES

- A. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.
- B. Any written requests for inspection or copying not complying with these rules shall not be honored. The Association shall indicate in writing the nature of the non-compliance and transmit same to the requesting party within ten working days subsequent to receipt of the written request from the Owner. Any verbal requests for inspection or copying may be responded to at the time by the Association representative by notifying the requesting person of the existence of their rules and pointing out the necessity of complying herewith.
- D. The Board of Directors may take any available legal action to enforce these rules, including the levy of a fine.

ADOPTED: MAY 25, 2006
RESOLUTION OF
THE BOARD OF DIRECTORS OF
LONE STAR RANCH HOMEOWNERS ASSOCIATION, INC.

The undersigned, representing all members of the Board of Directors of Lone Star Ranch Homeowners Association, Inc., do hereby consent to the adoption of the following:

RESOLVED, that the Board has reviewed the attached rules and regulations governing the inspection of official records of the Association, which rules and regulations are allowed by Florida Statutes Chapter 720.303(5)(c);

FURTHER RESOLVED, that in connection with the above, the Board by unanimous vote agrees to adopt these rules and regulations, which shall immediately be incorporated as official records of the Association.

IN WITNESS WHEREOF, the undersigned have executed this Resolution this 25th day of May, 2006.

Barry Karpay

President

Frank Messina

Vice President

Robin Towle

Secretary/Treasurer