

**POLICY RESOLUTION – ACCESS TO ASSOCIATION RECORDS  
OF  
CELEBRATION RESIDENTIAL OWNERS ASSOCIATION, INC.**

**2011-03**

**WHEREAS**, Article III, Section 3.17 of those certain Restated Second Amended and Restated By-laws of Celebration Residential Owner's Association, Inc. (the "CROA By-Laws") attached to the Declaration of Covenants, Conditions and Restrictions for Celebration Residential Properties, recorded in Official Records Book 1298, Page 1889 of the Public Records of Osceola County, Florida, as further amended and supplemented (the "CROA Declaration") grants the Board of Directors of the Celebration Residential Owner's Association, Inc. (the "CROA Board") all of the powers and duties necessary for the administration of the affairs of the Celebration Residential Owner's Association, Inc. ("CROA"); and

**WHEREAS**, the Association maintains the official records of the corporation in accordance with Chapter 720.303(4), Florida Statutes; and

**WHEREAS**, Section 6.4(a) of the CROA By-laws provides that: "The Board shall make available for inspection and copying by any holder, insurer, or guarantor of a first Mortgage on a Unit, any Member, or the duly appointed representative of any of the foregoing at any reasonable time and for a purpose reasonably related to his or her interest in a Unit"; and

**WHEREAS**, Section 6.4(b) of the CROA By-laws provides that: "The Board shall establish rules with respect to: (i) notice to be given to the custodian of the records; (ii) hours and days of the week when such an inspection may be made; (iii) payment of the cost of reproducing copies of documents requested";

**NOW THEREFORE BE IT RESOLVED** that the following requirements are hereby established for the inspection of the records of the Association:


1. A notice of intent to inspect must be submitted in writing. It shall be addressed to The Board of Directors and delivered to 851 Celebration Avenue, Celebration, Florida, 34747.
2. The notice must specify with some particularity, which records are to be inspected, so that such records may be recovered in an orderly manner and assembled for inspection.
3. All records shall be inspected at the registered office of the Association, located at 851 Celebration Avenue, Celebration, FL 34747 between the hours of 9:00 a.m. and 5:00 p.m., Tuesday through Friday (except holidays). The member or his/her designee may inspect official records a maximum of one 8-hour business day per month.
4. The association will maintain the Official Records as required in §720.303(4), Florida Statutes. These include, but are not limited to:
  - a) Copies of any plans, specifications, permits, and warranties related to improvements.
  - b) A copy of the bylaws of the association and of each amendment to the bylaws.
  - c) A copy of the articles of incorporation of the association and of each amendment thereto.
  - d) A copy of the declaration of covenants and a copy of each amendment thereto.
  - e) A copy of the current rules of the homeowners' association.
  - f) The minutes of all meetings of the board of directors and of the members.
  - g) A current roster of all members and their mailing addresses and parcel identifications.
  - h) All of the associations' insurance policies or copy thereof.
  - i) A current copy of all contracts to which the association is a party.
  - j) The financial and accounting records of the association.

5. The member or his/her designated representative requesting access shall not disrupt the ordinary business activities of the registered office during the course of inspection and, during the inspection, shall be accompanied by a designated representative of the association.
6. No original records may be removed from the office without the express written consent of the Board of Directors.
7. In the event the person reviewing the records desires copies of specific records, such person may either (a) bring his/her own duplicating machine to the registered office or (b) pay the association in certified funds \$.15 (fifteen cents) per copy and all costs involving personnel fees and charges at an hourly rate for the vendor or employee's time to cover the administrative costs to the vendor or the association.
8. The association is under no obligation to provide any additional information other than that which is required by law.

**RESOLVED:**

EFFECTIVE THIS DATE: AUGUST 27, 2013

BY:

  
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President  
Celebration Residential Owners' Association, Inc.