

**POLICY RESOLUTION  
FOR  
ACCESS TO ASSOCIATION RECORDS  
OF  
CELEBRATION RESIDENTIAL OWNER'S ASSOCIATION, INC.**

**WHEREAS**, Article III, Section 3.17 of those certain 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 keeps correct and complete books and records of account and Minutes of the proceedings of its members and Board of Directors; 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, stating the proper purpose, to the Board of Directors and/or its duly authorized agent at least ten (10) business days prior to the planned inspection. Florida Statute 720.303.5 provides that all official books and records of a corporation may be inspected by any member or authorized agent at any reasonable time.
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 690 Celebration Avenue, Celebration, FL 34747 between the hours of 9:00 a.m. and 4:00 p.m., Tuesday through Friday (except holidays).
4. The association shall maintain each of the following items, when applicable, which constitute the official records of the association:
  - a) Copies of any plans, specifications, permits, and warranties related to improvements constructed on the common areas or other property that the association is obligated to maintain, repair, or replace.
  - 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 association's 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. Person (s) requesting access shall not disrupt the ordinary business activities of the registered office during the course of inspection.

6. No original records may be removed from the office without the express consent of the Board of Directors.
7. Certain records of the Association for prior years may be located at remote storage facilities. Person (s) requesting inspection of such records will be required to reimburse the Association for the cost of recovery and subsequent re-storage of these records at cost.
8. In the event the persons reviewing the records is desirous of making photocopies, such person (s) may either (a) bring their own duplicating machine to the registered office or (b) mark such documents that are to be duplicated and copies will be furnished at cost to the requesting party of \$.15 per copy.
9. The association is under no obligation to provide any additional information other than that which is required by law.

**RESOLVED:**

EFFECTIVE THIS DATE:

11-18-03

BY:

  
\_\_\_\_\_  
President of the Association