

Exhibit "A"

AMENDED RULES AND REGULATIONS
REGARDING INSPECTION/COPYING OF OFFICIAL RECORDS

Whereas, Owners are entitled to make requests to inspect and copy the official records of Sandalwood Homeowners Association, Inc. (hereinafter referred to as the "Association") pursuant to Florida Statutes; and

Whereas, in order to assure that the Association is able to respond timely to all Owners who may make official record requests, and not be burdened with excessive or repetitive requests from any one Owner, the Board finds it to be in the best interest of the Association and its members to adopt rules and regulations, as authorized by Florida Statutes, to regulate the manner of Owner requests; and

Whereas, as authorized by Florida Statutes, the Board finds it appropriate to promulgate certain rules with respect to the frequency time, location, notice, and manner of inspecting the Official Records and the making of copies;

Now therefore be it resolved that the Rules and Regulations of the Association are amended by adding thereto the following provisions:

I. DEFINITIONS.

A. Copy shall mean a copy of a record reproducible in its entirety on one side of either a single letter size (8 ½ x 11) or a single legal size (8 ½ x 14) sheet.

B. Official Records are those records designated by Florida Statute Chapter 720, as amended from time to time, and otherwise not excluded by law, rule, or court decision. The records must be maintained by the Association in the state of Florida and, upon written request, made available to an Owner or their authorized representative for inspection. The Association is under no obligation to email or otherwise deliver electronically the requested records to the Owner, however, to the extent the Association chooses to do so, either on its own volition or at the request of the Owner, such delivery shall constitute full and complete compliance with its statutory obligations. The Owner is not required to give a reason for the inspection request and the Association may not adopt and impose a rule for doing so.

C. Non-accessible records are the following records, documents, or group of documents protected by Florida Statute 720, which include but may not be limited to:

1. Any record protected by the lawyer-client privilege and any record protected by the work-product privilege, including, but not limited to, a record prepared by the Association's attorney or prepared at the attorney's express direction which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the Association and which was prepared exclusively for pending or threatened civil or criminal litigation or for adversarial administrative proceedings or which was prepared in anticipation of such litigation or proceedings until the conclusion of the litigation or proceedings.

2. Information obtained by the Association in connection with the approval of the lease, sale, or other transfer of a parcel.

3. Personnel records of Association or management company employees, including, but not limited to, disciplinary, payroll, health, and insurance records. For purposes of this subparagraph, the term "personnel records" does not include written employment agreements with the Association or management company employee or budgetary or financial records that indicate the compensation paid to the Association or management company employee.

4. Medical records of any Owner or community residents.

5. Social security numbers, driver license numbers, credit card numbers, electronic mailing addresses, telephone numbers, facsimile numbers, emergency contact information, banking information of another member, any addresses for an Owner other than as provided for Association notice requirements, and other personal identifying information of any person, excluding the person's name, parcel designation, mailing address, and property address. Notwithstanding the restrictions in this subparagraph, the Association may print and distribute to parcel Owners a directory containing the name, parcel address, and telephone number of each Owner. However, an Owner may exclude his or her telephone number from the directory by so requesting in writing to the Association. The Association is not liable for the disclosure of information that is protected under this subparagraph if the information is included in an official record of the Association and is voluntarily provided by an Owner and not requested by the Association. Furthermore, should the Owner making the records inspection request improperly disseminate any information, records, or data Owner shall hold the Association harmless and indemnify the Association for all actions, manners of action, damages, fines, costs, penalties, attorneys fees, and losses related to such improper action(s) by such Owner, or Owner's family members, agents, and/or assigns.

6. Any electronic security measure that is used by the Association to safeguard data, including passwords.

7. The software and operating system used by the Association which allows the manipulation of data, even if the Owner owns a copy of the same software used by the Association. The data is part of the official records of the Association.

8. The Association or its authorized agent is not required to provide a prospective purchaser or lien holder with information about the residential subdivision or the Association other than information or documents required by Florida law to be made available or disclosed.

D. Owner shall mean the record owner or owners of a particular home, parcel or lot within the Association. Owner also includes a unit owner's "authorized representative" as designated in a writing signed by the Owner and provided in writing to the Association at least five (5) days prior to the scheduled inspection. Each Owner must make their own individual request to inspect the Association's records. The Owner's authorized representative cannot be another Owner within the Association, unless such representative is the husband or wife of the requesting Owner or a co-Owner of the Lot/Parcel. However, any designation by an Owner of an authorized representative for record inspection purposes shall only be valid for that individual document inspection.

E. Record shall mean a document or group of documents relating to a particular matter. By way of example, the following constitute one (1) record each; monthly phone bill as sent by the utility, monthly bank statement with enclosures as sent by the bank, the general ledger of a particular fund for one month, a paid invoice from one vendor as sent by that vendor, and the minutes of a meeting held at one particular time and date. The Association shall reasonably determine what constitutes a single record. Under no circumstances does a record include any document not already in existence, nor records whose retention period has expired as provided for by law or rule whether or not said records are still in existence. Records not maintained in written form may be requested; however, the cost of conversion of the record into written form will be borne by the requesting Owner.

F. Time Periods. When computing time periods herein, the day of the event from which the designated period of time begins to run shall not be included, nor shall any intervening Saturday, Sunday, legal or public holiday. The last day of the period so computed will be included unless it is a Saturday, Sunday, legal or public holiday, in which event the period shall run until the end of the next day that is neither a Saturday, Sunday, legal or public holiday. Legal and public holidays as used herein shall be deemed to be those holidays specified in Chapter 683, Florida Statutes as amended from time to time.

G. Working Day shall be deemed to mean Monday, Tuesday, Wednesday, Thursday, or Friday that is not a legal holiday as defined above, between the hours of 9:00 a.m. and 4:00 p.m., local time.

II. INSPECTION AND COPYING.

A. An Owner desiring to inspect the records of the Association shall submit, on a working day, a written request to the Association to the mailing address of the Association as provided in Florida's Division of Corporations for the Association. The written request must be sent via regular mail, certified mail, or hand delivered and is effective upon receipt by the Association of the written request. The request shall describe each record desired in sufficient specificity to identify it, must specify pertinent dates or time periods. The request must be legible, and must describe records by type, and not by subject matter such as, for example, "all insurance information." A request to inspect the records of the Association sent via email, facsimile, or verbally shall not constitute the proper delivery of written request to inspect the records of the Association.

B. No inspection of records inspection shall be permitted which exceeds more than one eight (8) hour business day per month by any single home/lot. A records inspection request by one member of a home/lot shall constitute that one and only request per annum for all members associated with that particular home/lot.

C. If the inspection time involves the lunch hour, from 12:00 noon to 1:00 p.m., then the Owner shall be required to leave at noon and resume his inspection at 1:00 p.m. so that the Association staff and other Association representatives present, if any, may enjoy a lunch hour.

D. No inspection request shall exceed five (5) categories of records at any one time. Any record inspection scheduled as the result of the receipt of a request shall be deemed to be an inspection of all records listed in said request that were not previously indicated as exempt or unavailable.

E. Upon receipt of the written request and within the time periods permitted by law, the Association shall respond to the Owner in writing designating the date, time, and place that the inspection shall occur, and that the inspection shall be limited to the records as detailed in the written request. In the event the Association asserts an exemption to disclosure, the Owner or authorized representative requesting the record shall be advised in writing of the specific grounds for exemption.

F. The record inspection shall occur at the time, date, and place designated by the Association and the Owner or authorized representative may be monitored by a person or persons designated by the Association to assist in the record inspection.

G. During the record inspection, no mark whatsoever shall be made on any record, nor shall any pages affixed together by staple, paperclip, or other means be disassembled, nor shall the records being inspected be altered from the sequence in which they are presented for the inspection. Further, no record inspection shall occur under circumstances which cause the record to leave the control of the Association, nor shall any record be removed from the location of the inspection for any reason whatsoever.

H. The right to obtain copies of records is incidental to, and a part of, the inspection of records. During the inspection of records, the Owner or authorized representative may request the Association copy any document by placing a paper clip, post it memo sheet, or other similar marking device on the document or documents of which copies are desired, and by advising the supervising person of the number and location of said marking devices.

I. If during the inspection of the records, the Owner has determined the need or desire for a copy of said record, the Association shall make or obtain those copies and provide same to the Owner within ten (10) working days from the date the Association receives payment from the Owner for copies and/or administrative costs as determined by the Association related to the document inspection.

J. The Association is not required to make and/or mail or deliver record copies to the Owner or an authorized representative upon demand; but rather the Owner or authorized representative can obtain record copies or request same, as detailed herein, during the inspection.

K. The Association is not required to organize or assemble records in any particular manner for an inspection except for the Association's convenience.

L. Owner shall not have the right to inspect or copy those records which are declared to be non-accessible by law, including but not limited to those documents and official records provided for in Florida Statutes, and those previously defined.

M. If the Association has a copy machine available, the Association may charge twenty-five cents (.25) per page for the copies.

N. In instances where the Association does not have a copy machine available, the Association may have copies made by an outside vendor and charge the member for actual costs of copying.

O. In addition to any applicable copying charges, the Association may impose an administrative fee to cover the cost of personnel devoted towards administering and overseeing the official records request as well as providing copies of the official records as involving management company personnel to retrieve and copy the records at the rate of \$20.00 per hour. Such administrative charges shall not apply as involving the copying of records which are 25 pages or less. Such administrative charges shall not apply if the administrative time spent involving the records request procedure is one-half hour or less. The time expended by the management company personnel or other Association representative shall be computed and billed to the Owner upon the conclusion of the document inspection. Such charges to the Owner may be supplemented if the Owner, or the Owner's authorized representative, makes follow up requests as involving such document inspection.

P. The Owner shall pay to the Association, in advance, the sum of twenty-five cents (.25) per page for copies of records, said payment to be either in cash, business or personal check, whichever the Association specifies. The Association shall, at its option prepare record copies on single-sided sheets. The Association shall not be required to copy two separate documents on a single page for the purposes of minimizing the per page copy cost.

Q. The Association shall allow the Owner or his or her authorized representative to use a portable device, such as a Smartphone, tablet, portable scanner, or other technology capable of scanning or taking pictures, to make an email copy of the official records in lieu of providing the Owner or his or her representative with a copy of such records. The Association may not charge a fee for such use of a portable device.

III. MANNER OF INSPECTION.

A. No written request for inspection or copying shall be made in order to harass any unit owner, resident, Association agent, officer, director, manager, or employee. Inspection and copying requests not in conformance with these rules will be deemed to be harassment.

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 place where the records are otherwise inspected or copied.

C. Failure to adhere to these rules will cause for a prompt termination of the inspection of any and all documents.

IV. 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. Such conduct by an Owner may also be deemed to be a violation of the governing documents subjecting the Owner to fines and/or suspension of use privileges.

B. Any written requests for inspection or copying not complying with these rules will be denied.

C. The Association reserves the right to amend these rules from time to time as deemed necessary and are deemed automatically amended by virtue of any further amendments to Florida law. Any section contained herein which is inconsistent with Florida law shall not invalidate the remainder these rules, regulations, and procedures but rather such unaffected sections shall remain in full force and effect.