

**HIDE-A-WAY BAY PROPERTY OWNERS, INC**  
**INSPECTION & PRODUCTION OF RECORDS POLICY**  
Approved by Board 18 May 2014

**In Accordance to the Open Records [209.005]**, the records of Hide-A-Way Bay Property Owners, Inc. are available for inspection by property owners and a reasonable fee may be charged for labor.

The minutes, governing documents, and reports are available on the Hide-A-Way Bay Property Owners, Inc website (<http://www.hideawaybaylakepalestine.com/>) and may be downloaded and printed at the owner's expense.

**A. Records Available for Inspection:** Owners or an owner's representative may have access to all association records, including financial records, upon submission of a written request to the Board or the Secretary. The written request must be by certified mail and identify the records requested in sufficient detail.

The Association will respond to the written request within ten (10) business days from receipt of the request to, as appropriate:

- a. provide a reasonable time by which records may be inspected, or
- b. provide the requested copies in hard copy or electronic format, or
- c. provide the owner written notice that it is unable to produce the records within the ten (10) day period and provide a date, with an additional fifteen (15) business days, by which the records will be sent or made available to the owner for inspection.

**B. Fees:** Owners are responsible for the costs of producing and copying Association records in accordance with the cost schedule below. The Association will estimate the costs for producing records. Payment must be made in advance. Fees are as follows:

- **Standard Paper Copy** (either 8.5" x 11" or 8.5" x 14") — ten cents (\$.10)
- **Oversized Paper Copy** (up to 11" x 17") — fifty cents (\$.50)
- **Labor charge** will be applied whenever it is necessary to locate, travel, compile, copy, manipulate data and reproduce the requested information. Labor charge is \$15 per hour, pro-rated.