

The Towers Condominium Association, Inc.
c/o Alliant Association Management
13831 Vector Ave Ft. Myers, FL 33919
Phone: 239-454-1101 Fax: 239-454-1147

BOARD RESOLUTION ADOPTING REVISED RULES & REGULATIONS

WHEREAS, the Declaration of The Towers provides that the Board of Directors shall have the authority to revise and approve The Rules & Regulations of The Towers Condominium Association.

NOW THEREFORE, the attached revised Rules & Regulations Governing Inspection & Copying of Association Records are adopted.

Adopted by the Board of Directors the 10th day of December 2015 and are effective December 10, 2015.

The number of Board Members who voted in favor of this Resolution is 5. The number of Board members who voted against this Resolution is 0. The Directors vote is reflected in the minutes of the Board meeting at which this Resolution was adopted.

THE TOWERS CONDOMINIUM

BY: Terry Ondak TERRY ONDAK

BOARD POSITION PRESIDENT

DATE: _____

State of Florida

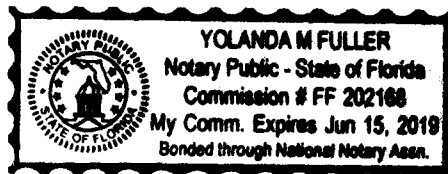
County of Lee

The foregoing instrument was acknowledged before me this 10th day of May, 2016, by Terry Ondak and _____ (occupants) who subscribed and swore to the forgoing instrument, and who is personally known to me or produced license as identification, and did take an oath

Yolanda M Fuller
Notary Public

My commission expires:

6/15/19



THE TOWERS CONDOMINIUM ASSOCIATION, INC.

**RULES AND REGULATIONS GOVERNING
INSPECTION AND COPYING OF ASSOCIATION RECORDS**

WHEREAS, Section 718.111(12)(c), Florida Statutes, provides that The Towers Condominium Association, Inc. ("Association"), through its Board of Directors, may adopt reasonable rules and regulations regarding the frequency, time, location, notice, and manner of record inspections and copying; and

WHEREAS, the Board of Directors believes it is in the best interest of the Association to adopt rules and regulations as contemplated by the above-referenced statute.

NOW THEREFORE, the following rules and regulations governing the inspection of the official records of the Association are adopted:

I. RECORDS DEFINED

The official records available for inspection and copying are those designated by Chapter 718, Florida Statutes (the Florida Condominium Association Act), as amended from time to time, as the official records of the Association, to the extent that the Association is required to maintain such records.

II. RECORDS AVAILABLE

No records other than those defined in Section I above shall be available for inspection or copying.

III. PERSONS ENTITLED TO INSPECT OR COPY

No owner, or the owner's authorized representative (as referenced in Exhibit "A" attached hereto), shall have any right to inspect or copy the records of the Association, except as permitted by law. No other person shall be permitted to inspect or copy the Association records unless approved by the Board of Directors, the President, or unless required by law.

IV. INSPECTION AND COPYING

1. An owner, or an owner's authorized representative, desiring to inspect or copy Association records shall submit a written request by hand-delivery or regular U. S. Mail to the Association at the official address of the Association, pursuant to the most recent on-line records of the Florida Department of State, Division of Corporations. Requests by facsimile transmission, electronic mail (e-mail) or other means do not comply with these "Rules and Regulations Governing Inspection and Copying of Association Records." Verbal requests do not comply with these "Rules and Regulations Governing Inspection and Copying of Association Records." The written request must specify the particular records the owner desires to inspect or copy, including pertinent dates or time periods. The specification of the particular records must

be sufficiently detailed to permit the Association to retrieve the exact records requested. General descriptions of records, such as, but not limited to, "All items pertaining to _____" is not sufficiently specific and shall not be permitted, and such general requests need not be honored. The form to be utilized for requesting records is attached hereto as Exhibit "B."

2. Inspection or copying of records shall be restricted solely to those records specifically designated in the written request for inspection or copying. No inspection or copying of any other records shall be permitted.

3. An owner, or owner's authorized representative, shall not submit more than one (1) written request for inspection or copying of records per calendar month. No written request shall be submitted for the same records requested in a prior written request within the previous twelve (12) calendar months. No written request shall interfere with the normal operation of the Association office, the duties of its personnel, or Association business. If more than one owner desires to inspect the same records, the Association may require that such inspections are conducted at different times. If an owner has designated an authorized representative, either the owner or the authorized representative may inspect the records, but both parties may not inspect the records together.

4. Inspections of records shall be conducted at the office where the Association's records are maintained or at such other location within forty-five (45) miles of the condominium as may be designated by the Association. No owner, or authorized representative of an owner, shall remove original records from the location where the records are inspected. No marks or alterations shall be made on original records.

5. Records shall be made available for inspection by the Association on or before the fifth working day subsequent to actual receipt by the Association of the written request for inspection. This time frame may be extended upon request of the owner. In addition, this time frame shall be extended in the event the records are so voluminous or otherwise in such condition as to render this time frame unreasonable. The Association shall notify the owner by telephone or in writing that the records are available and the time, date, and place for such inspection. Inspection shall be made only during normal Association business hours, or during the normal business hours of the location of inspection if other than the Association office. (For the purposes herein, "working day" shall mean Monday through Friday, exclusive of federal, state and local holidays during which the office of the Association is closed. For purposes herein, "normal business hours" shall be the hours the Association office is customarily open, or the hours the location where the records are to be inspected is customarily open, or if there are no customary hours of operation, then 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., all on a working day).

6. If at or subsequent to inspection, an owner, or an owner's authorized representative, desires to have a copy of a record, the owner shall designate in a separate writing, on a form provided by the Association (attached hereto as Exhibit "C"), which record, or portion thereof, for which a copy is desired, or, in the alternative, shall designate such record by use of a clip or tab upon the page(s) desired. Not more than one (1) copy of each record requested shall be permitted. If the location where the records are being inspected or stored has a copy machine

capable of making copies of the records designated, then copies of the records shall be available within two (2) working days subsequent to the designation of such records. If there is no copy machine at the location where the records are being inspected or stored capable of making copies of the records designated, then copies of the records shall be available as soon as a copying service can pick-up, copy, and return the records to the location where the records are being inspected or stored. Photocopies will be available at the place where the official records are kept. Owners requesting copies must arrange for pick-up of the records. The Association shall have no obligation to mail or otherwise deliver copies to any place. As determined by the Manager, the President, the Board of Directors, or the person designated by the Association to oversee the inspection of records, in the event the copies of the records are so voluminous, or a copy machine or copy service is not available or too busy, or the records are in such condition or form that copies cannot be made available within the above-stated time periods, then copies will be made available as soon as practical.

7. An owner, or an owner's authorized representative, shall pay the reasonable expense to of copying. In the event the copies are made by the Association, the cost shall not exceed twenty-five cents (\$.25) per page. If copies are made by outside vendors, actual costs shall be charged to the owner. Payment in advance for the cost of a copying shall be required. In the event payment is made in a form other than cash, cashier's check, money order or certified check, payment shall not be deemed received unless and until payment has cleared. No copy of a record shall be made unless and until payment for the copy is received. Records not normally kept in written form shall be produced for inspection in the form in which they are normally kept. The cost of converting such records to written form shall be in addition to the cost of copying such records, and the owner or the owner's authorized representative shall pay the reasonable expense of converting such records to written form, which expense shall be the actual cost of making the copy.

8. The Association shall allow an owner, or an owner's authorized representative, to use a portable device, including a smartphone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make an electronic copy of the official records in lieu of the Association's providing the owner or an owner's authorized representative with a copy of such records. The Association may not charge a fee to an owner, or an owner's authorized representative, for the use of a portable device.

9. At the option of the Association, the official records may be made available to an owner, or an owner's representative, electronically via the Internet (e.g. website) or by allowing records to be viewed in electronic format on a computer screen and printed upon request.

V. MANNER OF INSPECTION

1. No written request for inspection or copying shall be made in order to harass any owner, resident, or Association agent, officer, director or employee.

2. For purposes hereof, an owner and the owner's authorized representative shall be considered one person. If inspection is requested by any person other than a record owner of the unit, said request shall not be recognized by Association unless and until the record owner of the

unit designates such person, in writing, as their authorized representative or unless such person is an attorney admitted to practice in Florida.

3. All persons inspecting or requesting copies of records shall conduct themselves in a courteous manner, and shall not interfere with the normal operation of the Association office and the duties of its personnel, or the office where the records are otherwise inspected or copied and the duties of their personnel. The Association office, or office of inspection, shall assign one staff person or officer to assist in the inspection and all requests for further assistance and copying during inspection shall be directed to that staff person.

4. The Association should maintain a log sheet (attached hereto as Exhibit "D") which shall include:

- i. The date of a written request for inspection;
- ii. The name of the requesting party;
- iii. The records that are requested;
- iv. The date of availability of records for inspection or copying;
- v. The date of actual inspection or copying; and
- vi. The signature of the person inspecting or copying the records acknowledging receipt of the records. Every person inspecting or receiving copies of the record shall sign said receipt.

VI. ENFORCEMENT OF INSPECTION AND COPYING RULES

1. 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.

2. Any requests for inspection and copying not complying with these rules shall not be honored, but the Association shall mail or hand-deliver a written response to the person requesting inspection and/or copying after receipt of a non-complying request, and shall indicate how the request fails to comply herewith.

3. The Board of Directors may take whatever appropriate legal action is available against any person who fails to comply with these rules.

4. Nothing in these rules shall be construed as a limitation or restriction upon any of the Association's rights or remedies, or act as an election of remedies. All rights and remedies available to the Association shall be cumulative.

EXHIBIT "A"
AUTHORIZATION TO PERMIT INSPECTION
OF ASSOCIATION'S OFFICIAL RECORDS

TO: BOARD OF DIRECTORS
THE TOWERS CONDOMINIUM ASSOCIATION, INC.

FROM: _____, RECORD OWNER

STREET ADDRESS: _____

UNIT NUMBER: _____

RE: RECORDS INSPECTION

DATE: _____, 20__

Dear Sir or Madam:

Pursuant to the Policy contained in Article III of the "Rules and Regulations Governing Inspection and Copying of Association Records," I hereby authorize the following person or persons to inspect the official records of the Association in my stead:

Date: _____ All Record Owners: _____

EXHIBIT "B"
REQUEST FOR INSPECTION OF ASSOCIATION'S OFFICAL RECORDS

TO: BOARD OF DIRECTORS
THE TOWERS CONDOMINIUM ASSOCIATION, INC.

FROM: _____, OWNER OR AUTHORIZED REPRESENTATIVE

RE: REQUEST FOR INSPECTION OF ASSOCIATION'S OFFICIAL RECORDS

DATE: _____, 20____

Dear Sir or Madam:

Pursuant to the policy contained in Article IV of the "Rules and Regulations Governing Inspection and Copying of Association Records," I hereby request that the following records of the Association, or portion thereof, be made available for my review (use separate attachments if necessary):

Please contact me at _____ (list local telephone number or long distance number where you will accept a collect call) to verify the availability of the requested documents for inspection and a mutually convenient time for said inspection.

Date: _____

Owner or Authorized Representative

EXHIBIT "D"
LOG SHEET – RECORDS INSPECTION

Pursuant to Article V, Section 4, of the "Rules and Regulations Governing Inspection and Copying of Association Records," this log sheet shall be utilized in connection with the inspection of Association records.

1. Name(s) of owner(s) of unit(s) for which records access has been requested.

2. Street Address: _____

3. Unit Number: _____

4. Date of receipt of request for inspection or copying (date received by Association).

_____, 20__

5. Person(s) signing records access request.

6. Records requested to be inspected (use separate attachment if necessary).

7. Date person requesting inspection or copying was notified of availability of records for inspection or copying.

_____, 20__

8. Form of notification of availability of records.

Telephone Letter Other (specify) _____