

Request to Access Association Records Form

HARBOR POINTE CONDO ASSOCIATION
REQUEST TO ACCESS ASSOCIATION RECORDS

Please complete the form below to request records from the Association's official records. After you complete the form, return it to the on-site manager for processing. You may also mail this request to the Association mailbox at:
7 Indian River Avenue #1206, Titusville, FL 32796

DIRECTIONS TO UNIT OWNER: In order to alleviate potential problems and to expedite the process, it is recommended that you narrow your request as much as possible for each issue targeted. Send the original to the board or its designee and keep a cop for your use. Delivery of the request to the board, or its designee should be made either by witnessed hand-delivery, or certified mail with return receipt requested; unless the association has adopted specific rules regarding Request to Access Records in which case you should follow those rules. After delivery of the request, the burden is on you (the unit owner) to initiate and make contact with the board or its designee, either in person, by telephone or e-mail, to set a specific (and an alternate) time, date, and place to inspect and copy the requested records. Inventory the documents provided against this list of requested records, if the document requested is provided circle yes, if not, circle no. Then proceed with your records inspection appointment.

ATTN: BOARD OF DIRECTORS OR ITS DESIGNEE OF HARBOR POINTE CONDOMINIUM ASSOCIATION:
I request to inspect the following official records of the association:

List of each document to be inspected and/or copied	Was the document provided?	Comments
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	

Florida law provides: "The official records of the association are open to inspection by any association member or the authorized representative of such member at all reasonable times. The right to inspect the records includes the right to make or obtain copies, at the reasonable expense, if any, of the member. The association may adopt reasonable rules regarding the frequency, time, location notice, and manner of record inspections and copying. The failure of an association to provide the records within 10 working days after receipt of a written request creates a rebuttable presumption that the association willfully failed to copy with this paragraph." § 718.111 (12)c

Name: _____ Bldg./Unit # _____

Telephone Number: _____ Date: _____

Email: _____