

REQUEST TO ACCESS ASSOCIATION RECORDS

Today's Date: August 17th, 2023.

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 records of the association shall be made available to a unit owner within 45 miles of the condominium property or within the county in which the condominium property is located within 5 working days after receipt of written request by the board or its designee." Further, "The failure of an association to provide the records within 10 working days after receipt of a written request shall create a rebuttable presumption that the association willfully failed to comply." SEE: § 718.111(12), Florida Statutes.

THE BOARD OF DIRECTORS OR ITS DESIGNEE OF

Omega Villas

CONDOMINIUM ASSOCIATION:

I request to inspect and copy the following official records of the association: Note: Please send copies!

List of each document to be inspected and/or copied	Was the document provided?	Comments
Identify all past and present association bank accounts since 2018 to present		
Bank statements for the last five years, including the years 2019, 2020, 2021, 2022 and 2023 (include all pages and copies of checks)	Yes / No	
	Yes / No	

Name : Shawn Martin Unit Number: Phase 2, Unit #48

Telephone Number: 954-716-0915

This request to access records of the association and records checklist is designed to facilitate the inspection process. Use of this form is recommended, but not required.

DIRECTIONS TO UNIT OWNER: In the space provided on the previous page, enter the date, name of the association, and specifically identify and list the documents to be inspected and/or copied. 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. Print your name, unit number, and telephone number at the bottom of the page. Send the original to the board or its designee and keep a copy for your use. Delivery of the request to the board or its designee should be made either by witnessed hand-delivery or certified mail, return receipt requested unless the association has adopted specific rules regarding requesting access to records in which case you should follow those rules. Once the association has received the request, it may help to facilitate the records access request by contacting the association to set up the appointment. **At the inspection, first 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.