



Daytona Beach Area
ASSOCIATION OF REALTORS®

Owner's Request for Homeowners Association Documents

I, the undersigned owner of the property located at:

(Property Address)

Hereby request the following documents from the

(Name of Homeowners Association)

- Current Rules and Regulations Current Bylaws and/or Articles of Incorporation
 Any Declarations of Covenants and Restrictions Current HOA Balance Sheet
 Official Minutes of the last three (3) HOA Board meetings

Notice to Homeowners Association

Florida Statute §720.303 requires that all Homeowners Association keep and maintain the above records, and provide them upon request by any home owner in the association. Section 5 provides that:

(5) INSPECTION AND COPYING OF RECORDS.—The official records shall be maintained within the state for at least 7 years and shall be made available to a parcel owner for inspection or photocopying within 45 miles of the community or within the county in which the association is located within 10 business days after receipt by the board or its designee of a written request. This subsection may be complied with by having a copy of the official records available for inspection or copying in the community or, at the option of the association, by making the records available to a parcel owner electronically via the Internet or by allowing the records to be viewed in electronic format on a computer screen and printed upon request. If the association has a photocopy machine available where the records are maintained, it must provide parcel owners with copies on request during the inspection if the entire request is limited to no more than 25 pages. An association shall allow a member or his or her 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 member or his or her authorized representative with a copy of such records. The association may not charge a fee to a member or his or her authorized representative for the use of a portable device.

(a) The failure of an association to provide access to the records within 10 business days after receipt of a written request submitted by certified mail, return receipt requested, creates a rebuttable presumption that the association willfully failed to comply with this subsection.

(b) A member who is denied access to official records is entitled to the actual damages or minimum damages for the association's willful failure to comply with this subsection. The minimum damages are to be \$50 per calendar day up to 10 days, the calculation to begin on the 11th business day after receipt of the written request.

Owner Name (Print): _____

Owner Signature: _____

Date: _____