

Request for Inspection and Copying of Records

I, _____ request to view the following official records:

(Specifically describe the records being requested.)

Request Date: _____ Time Requested: _____ A.M. / P.M.

Due Date: _____

- This request is to inspect the above records. (circle) Yes No
- This request is to copy the above records. (circle) Yes No
- This request is to inspect and to copy the above records. (circle) Yes No

To copy:

Total number of pages _____ @ \$.50/page = Total Cost \$ _____

To inspect:

Total hours _____ @ current minimum wage/hour \$ _____ = Total Cost \$ _____

Inspection Start Time: _____ Inspection End Time: _____

Admin Fee for Preparation:

If your request is for information not presently maintained in a specific record, an Administrative Fee may be required to compile the information and a deposit will be required before the work is commenced.

Signature: _____ Phone #: _____

Per Florida Statute 720.303 (5), official records must be open and available for inspection and photocopying within ten (10) business days **after** the receipt of a written request for access. The Administration Office will notify you at the telephone number shown on the request as to the time and place that the requested records will be made available for inspection and/or copying.

Records received on: _____
(Date)

By: _____
(Resident Signature)

Paid: \$ _____

Received by: _____
(CCC Employee Name)

Request for Inspection and Copying of Records

Any member desiring to inspect and/or copy records of Continental Country Club, R.O., Inc. (hereafter referred to as the "Corporation") may do so by following the procedures set forth below.

Requests must be made in written form, specifically describing the records being requested. The writing should be directed to the General Manager or his or her designee. The request must be made at the Administration Office during normal business hours. The member will be notified within ten (10) business days after receipt of the request at the telephone number shown on the request as to the time and place that the records will be available.

Copies of records will be available to member at a cost of \$.50 per copy, up to twenty-five (25) pages. If records requested exceed twenty-five (25) pages, it will be necessary for the Corporation to have copies made by an outside vendor, and the actual cost of copying will be passed on to the requesting member.

If requested records are to be made available for inspection only, it will be necessary for the Corporation to have an employee present during the inspection, and an hourly rate, equal to the current minimum wage, will be charged to the requesting member. Said charge must be paid at the time of inspection.

If request is for information not presently maintained in a specific record, an Administrative Fee may be required to compile the information and a deposit may be required. In this event, a determination will be made as to the fee requesting member will be charged and the deposit required before the work is commenced.

The Board of Directors
Continental Country Club, R.O., Inc.