

HOLLEY BY THE SEA IMPROVEMENT ASSOCIATION, INC.
OFFICIAL RECORDS REVIEW POLICY
REVISED OCTOBER 2009

Members requesting access to official records open to inspection under F.S. 720 (4) must put their request in writing to the general manager. The Association will make all requested records that are available accessible to the requesting member within 10 business days of the written request. The member will be notified by written correspondence from the Association when the requested records are available for viewing and will be asked to contact the general manager to arrange an appointment time during regular business hours at the Holley by the Sea Improvement Association Recreation Center. Regular business hours are defined as 8 A.M. to 4 P.M. Monday through Friday excluding federally recognized holidays. Electronic copies will not be provided unless explicitly agreed to by both the requesting party and the Association. The general manager or general manager's designee will oversee the review process. Members may request copies of requested documents at the time of inspection at a cost of \$.50 per page up to 25 pages. Copy requests in excess of 25 pages will be made by an outside vendor chosen by the Association and the member will be charged the actual cost of reproduction. Members have the right to review records one day a month for an 8 hour period. The Association will produce all records subject to inspection pursuant to Chapter 720, Florida Statutes, but the Association will not create reports or documents that are not kept in the ordinary course of business.