

BOOKS OF ACCOUNT REVIEW POLICY

Pursuant to the Condominium Association's By-Laws, owners shall be permitted to examine the books of account of the Condominium during regular business hours in accordance with the following time and manner set forth by the Association's Board of Directors.

1. The Condominium Association's books of account are kept on file with the Association's manager. The books of account are to be examined at the office during normal business hours. Examinations must be scheduled in advance, and the manager must be granted a reasonable amount of time to comply with the owner's request.
2. Owners are asked to inform the manager prior to the time of examination of the records they wish to examine. In addition, owners are asked to estimate the time they may need to examine the books of account.
3. Hourly administrative costs charged by the Condominium in conjunction with the owner's examination will be due at the time of examination unless other arrangements have been made.
4. The Association does not provide a means of copying the books of account to owners, and no books of account, or other Association records, are to leave the manager's custody. Any photocopies must be requested specifically and in writing to the Board of Directors. The Board of Directors will respond within a reasonable period of time. The unit owner shall pay for the copies and administrative related time upon receipt if picked up or in advance if delivered.