

Coco Wood Lakes Association, Inc.

6269 West Atlantic Avenue, Delray Beach, FL 33484
TEL: 561-495-1133 • FAX: 561-495-4803



RULES AND REGULATIONS for OWNERS AND RENTERS

This valuable set of rules and regulations should be retained for future use. Keep in a safe place for reference. Please ask your guests to read this manual and comply with its contents so that they can enjoy their stay with us.

TABLE OF CONTENTS

Section 1: Home Ownership	page 4
Section 2: Rental Contracts	page 4
Section 3: Trash	page 4
Section 4: Visual Nuisances	page 5
Section 5: Landscape Maintenance & Watering	page 5
Section 6: Fences	page 6
Section 7: Vehicle Parking	page 6
Section 8: Exterior Alterations and Additions	page 6
Section 9: Pets	page 7
Section 10: Noise	page 7
Section 11: Respect Private Property	page 7
Section 12: Clubhouse and Exercise Room	page 7
Section 13: Swimming Pool	page 8
Section 14: Lighting and House Numbers	page 8
Section 15: State and Local Authority	page 8
Section 16: Rules Governing Member Participation at Meetings	page 9
Section 17: Official Records Access Policy	page 11

Coco Wood Lakes Association, Inc.

RULES AND REGULATIONS

As of March 2019 rev. TBD

Introduction to the Association

The Coco Wood Lakes Association, Inc. (HOA or Association) is organized under Chapter 720 of the Florida Statutes as a deed-restricted community. This is different from a traditional form of homeownership. First, as members of the Association, we share use of common land and access to the facilities such as the swimming pool and clubhouse. Second, together with all other homeowners, we have agreed in writing to abide by Association rules which enhance quality of life and property desirability. Third, we agree to pay a monthly assessment (maintenance fee paid quarterly) used for the upkeep of the common area and to build reserves for future obligations. Many homeowner rights and responsibilities are extended to tenants.

Introduction to the Rules and Regulations

This Rules and Regulations document explains what the Association expects from you as a neighbor, as well as what you can expect from your neighbors. Contact the property management company for the Coco Wood Lakes Association, Inc. if you have a concern about any quality of life issue, whether or not it is discussed in this document. Please address any questions, concerns and any complaints to the Property Manager in writing when possible.

All complaints from you to the Property Manager are important to the Association. Your complaints are handled professionally. Our first concern is your quality of life.

Coco Wood Lakes is outside the jurisdiction of the Delray Beach Police Department. If there is an issue that needs police attention, contact the Palm Beach County Sheriff's Department, by dialing 911 or the non-emergency number: (561) 688-3000. Follow up the police call with notification to the Property Manager.

If you feel that your concerns are not being addressed by the Property Manager, please inform the Board of Directors.

This Rules and Regulations document represents a best effort summary of important rules and regulations stated in the Association documents as well as rules and regulations agreed upon by the Board of Directors. This is not meant to be an exhaustive list but rather an introduction for new residents. The Association documents, a copy of which should have been received at closing, details additional owner and tenant responsibility.

All Management Company personnel and members of the Board of Directors are authorized to enforce the Rules and Regulations. The Association documents require a 30 day notice of violation to the homeowner before further action can be taken unless the situation is deemed an emergency. If the violation is not corrected, the Association has the right to correct the violation and charge the costs, including legal fees, to the property owner.

Section 1: Home Ownership

At least one of the new occupants of the home must be 55 years of age or older unless prior approval is obtained from the Board of Directors. No full time resident may be under 18 years of age. All new owners must attend an orientation meeting.

Section 2: Rental Contracts - Association Orientation Necessary

No owner shall lease or rent his or her home more than twice per year nor for less than 90 days at a time. At least one of the tenants living on the property must be 55 years of age or older. No residents under 18 years of age are permitted. ALL RENTERS MUST ATTEND AN ORIENTATION BEFORE OCCUPYING THE PROPERTY. All prospective tenants must be listed on the lease and in the orientation application.

It is the owner's/landlord's responsibility to notify the Association of an upcoming lease renewal and supply the Association with a copy of the new lease. An orientation will be required for any new tenant(s) on the lease.

The Declaration of Covenants and Restrictions allow for eviction of tenants, guests, and invitees who create a nuisance, unreasonable and continuous source of annoyance to the residents, willfully damage any of the common area, or violation of any provisions of the Declaration, Articles or By-laws of the Association.

Section 3: Trash - Covered Containers to be Used

Trash is picked up on Monday and Thursday as follows:

Trash and Yard Waste: Monday

Trash, and Recyclables: Thursday

Bulk pickup: Thursday

Each household shall have a blue bin (for placing glass, plastic and aluminum) and a yellow bin (for placing newspaper and cardboard). Replacement recycle bins may be obtained from the Solid Waste Authority of Palm Beach County at (561) 640-4000 or toll free at (866) 792-4636

Trash must be kept in closed plastic trash containers. After Oct. 1, 2019, trash must be kept in the supplied PBC Solid Waste Authority container that must be placed at the curb in front of your house **after 6:00 pm the night before pickup**. Plastic bags containing trash or loose trash are not to be set on the ground for sanitation and aesthetic concerns. The empty trash containers shall be returned to the house on the day of pick up no later than 6pm. Trash containers are to be stored inside the garage or in a location not visible from the street. If inside garage storage is not possible, then containers may be stored at the front side of the home on the same side of the garage behind a four (4)ft. natural fence (hedge). No fences or other man-made barriers are permitted to be erected. In the case where fences or man-made barriers may already exist, a minimum four (4)ft. tall hedge must be installed to block the sight of the fence or barrier. Note: the hedge must be a minimum of 4ft. at the time of installation. It is recommended that the 4ft planting be Clusia.

Yard waste must be placed at the curb per the Solid Waste Authority of Palm Beach County regulations.

The Association encourages you to mark your containers and bins with your street address or number to help identify them when they are scattered due to a strong wind.

Section 4: Visual Nuisances

All lots and houses shall be kept in good condition, repair, and appearance by the homeowner or his or her tenants. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Sidewalks, driveways, exterior stucco walls, and any service walks including the location of the air conditioner compressor shall be maintained free of mold, mildew, and well water stains.

Although the sidewalks and driveways from the sidewalk to the street are owned by Palm Beach County, the responsibility to maintain these areas is the homeowner's per Palm Beach County regulations.

Seasonal lighting should be hung only for that period and must be removed immediately after the holiday has occurred. Seasonal is defined as the period beginning the day after Thanksgiving and ending January 2nd. All seasonal lighting/decorations should be removed not later than January 10th.

Section 5: Landscape Maintenance and Watering

You are responsible for your own landscape maintenance which includes grass cutting and hedge and tree trimming. Trees and hedges must be trimmed so they do not obstruct sidewalks or street lighting. Trees and hedges should not cascade over the common area or encroach on the Palm Beach County right of way. Perimeter hedges (landscape buffer) along El Clair Ranch Road, Jog Road and S. Oriole Blvd. shall not exceed eight feet in height.

Please refer to the Coco Wood Lakes Architectural Guidelines and Standards section on Landscaping and Ground Maintenance, items k) and l) for correct hedge height, placement and trimming (pages 9-10).

All lawns shall be maintained to a height not to exceed six (6) inches in length. Although the swales between the sidewalk and street are owned by the County, the homeowner is responsible for maintaining the area per Palm Beach County regulations. **No mowing is to be done on any Sunday prior to 11am so as to provide at least one day per week for peaceable enjoyment. It is the owner's responsibility to notify their landscaper.**

The following is the watering schedule permitted by the South Florida Water Management District and Palm Beach County. The schedule may be periodically modified by SFWMD.

Even number homes: Tuesday, Thursday, and Sunday
Before 7 a.m. or after 7:00 p.m.

Odd number homes: Monday, Wednesday, and Saturday
Before 7 a.m. or after 7:00 p.m.

These times are subject to change according to Palm Beach County guidelines and any changes will be posted on the Association website and television channel.

Section 6: Fences

A fence is defined as a barrier, railing, or other upright structure, made of any material, enclosing an area of ground to mark a boundary, control access, or prevent escape.

Please refer to the ARC Guidelines for fence restrictions.

Section 7: Vehicle Parking

All vehicles (whether motorized or not) shall be either parked in your garage or driveway but should not block any sidewalk. No vehicle is to be parked anywhere on the lawn, either in the front or rear or sides of home. There is no parking in the swales or on the street for temporary visitors. Any such parking that would need to extend overnight or longer would have to be approved on a case by case basis.

No parking or storage of commercial vehicles, vehicles with commercial markings or vehicles with scaffolding, ladders, or other work-related equipment are allowed upon any lands (except for those vehicles performing service requested by the owner) including driveways within the Association. Parking those vehicles in your garage with the garage door closed is allowed.

Vehicles may not be parked in the community or be otherwise used within the community that are loud or the sound of which causes an unreasonable source of annoyance to the residents. Examples: loud motorcycles or vehicles with loud mufflers.

No parking or storage of boats, boat trailers over 18 feet long, campers, trailers, commercial vehicles or recreational vehicles are allowed upon any lands including driveways. Parking those vehicles in your garage with the door closed is allowed.

No repairs to any and all boats, trailers or vehicles shall be made on any lands in the Association including driveways. The exception to this would be for emergency repairs to fix a flat tire, replace a cracked windshield or jump start a dead battery.

Only vehicles bearing current, valid license tags which are operable without assistance shall be permitted to be parked or stored on any lands including driveways in the Association.

Section 8: Exterior Additions and/or Alterations

No color changes or additions of any kind may be made to exterior surface including, but not limited to walls, trim, roof, door, or windows without first having filed an application with the Architectural Review Committee and receiving approval from the Board of Directors. The issuance of a Palm Beach County permit does NOT eliminate the need to file an application and obtain approval from the Association. Application forms for any and all exterior work are available in the Association office.

Please refer to the ARC Guidelines for a complete breakdown of all requirements.

Section 9: Pets

All dogs must be on a leash when outdoors. Pet owners MUST abide by all Palm Beach County laws regarding the picking up and proper disposal of pet waste which includes cats. Please be respectful of your neighbors. Curbing and cleaning up after your pets is mandatory.

Pets shall be kept in such a manner so that they do not become an annoyance or nuisance to residents in the community.

Section 10: Noise

No owners, renters or visitors shall make or permit noises that will disturb or annoy other occupants or neighbors. Excessive noise may be considered a nuisance any hour of the day or night.

Section 11: Respect Private Property

None of the property around the lakes of Coco Wood Lakes is considered "common" property. It is private property and as such should be accessed only by lake homeowners or their tenants or guests. Trespassing on private property is prohibited and a violation of Florida State law.

Section 12: Clubhouse and Exercise Room

The clubhouse is open from 7:00 a.m. to 11:30 p.m. All doors to the clubhouse are controlled by the alarm system. Entry is gained by means of the access card. The access card will not work during the hours the clubhouse is closed. There is "no smoking" inside the clubhouse. Shirts and shoes are required. No wet bathing suits are permitted. Please note that there is direct access to the restrooms from the pool area.

The following rules apply to the use of the listed equipment:

- Exercise Machines: At least 18 years of age.
- Billiards: 18 years of age minimum (16 and 17 years of age with adult supervision).
- Ping Pong 18 years of age minimum (8 to 17 years of age with adult supervision).

Section 13: Swimming Pool

Adherence to State of Florida and Palm Beach County Health Department laws and regulations is mandatory.

An access card is necessary for pool use. For liability and quality of life concerns, **do not open the pool gate for children or anyone else who is not your guest.** The pool gates must be closed at all times.

Smoking is only permitted in the designated smoking area.

For the peace and quiet of surrounding neighbors and due to Palm Beach County requirements, the swimming pool is open only from sunrise to sunset.

No running, jumping, ball playing, rubber rafts or large toys are allowed in the pool or pool area.

No diving is allowed.

No pets are allowed in the pool or pool area.

The swimming pool area is intended for the use of all residents. No private parties are allowed in the pool area.

No glass bottles or other glass containers are permitted in the pool area.

Visiting children under 12 years of age must be accompanied by an adult. Children in question must have proof of age.

For visiting children of diaper age, using diapers is not permitted in the pool. Swim diapers with rubber pants are mandatory.

Residents must comply with all rules and regulations posted in the swimming pool area.

As per Palm Beach County Health Department, do not use the pool if you are ill with diarrhea.

Section 14: Lighting and House Numbers

A dusk-to-dawn or other night light is suggested for the front and the back of each house. This recommendation is from the Palm Beach County Sheriff's Department as a crime deterrent.

Your house number shall be displayed on your house and on your mailbox. It should be clearly visible from the street. This is important for first responders to be able to locate your house in the event of an emergency.

Section 15: State and Local Authority

All residents and visitors to Coco Wood Lakes are required to comply with all Florida State and Palm Beach County laws, codes, and regulations.

Section 16: Rules Governing Member Participation at Meetings

WHEREAS, Section 720.303(2)(b) of the Florida Homeowners' Association Act, provides that the Association may adopt written reasonable rules governing the frequency, duration, and manner of Member statements at meetings of the Board; and

WHEREAS, Section 720.306(6) of the Florida Homeowners' Association Act , provides that the Association may adopt written reasonable rules governing the frequency, duration, and manner of Member statements at membership meetings; and

WHEREAS, Section 720.306(10) of the Florida Homeowners' Association Act, provides than any parcel owner may tape record or videotape meetings of the board of directors and meeting of the members; and

WHEREAS, The Board of Directors believes it is in the best interest of the Association to adopt rules, as contemplated by the above-referenced statutory provisions.

NOW THEREFORE, the following rules regarding Member participation at meetings are adopted:

A. BOARD AND COMMITTEE MEETINGS

1. Board and Committee Meetings Defined
 - a. "Board Meeting" is defined as a duly noticed meeting with a quorum of Directors gathered to conduct Association business.
 - b. "Committee Meeting" is defined as a quorum of Committee Members gathered to conduct the business of the committee.
 - c. "Committee" is defined as a group of Board Members, Members or Board and Members appointed by the Board or a Member of the Board to conduct the business specific to the group.
2. Attendance at Board or Committee Meetings. Members have the right to attend Board and Committee Meetings except as provided by law. No person other than a Member shall be permitted to attend such Meetings, unless permitted by the President or Committee Chairperson of the meeting. Persons properly designated by a Member by means established by Florida Statute may attend Meetings in lieu of the Member.
3. Participation at Meetings
 - a. Members have the right to speak at Board ~~and or~~ Committee meetings as per the Open Speaking Policy included at the end of this section. No other person shall be permitted to speak at such meetings, unless permitted by the President or Committee Chairperson. ~~Members properly designated by a Member to speak on their behalf may speak in lieu of the Member.~~ A member may designate another member to speak on their behalf, but cannot yield their time to another member to extend allowed speaking time.
 - b. ~~Time will be set aside at the beginning of the Meeting for Member statements regarding designated agenda items.~~ Members may speak at any Board or Committee meeting on any agenda item, after discussion by Board members but before the Board votes on such agenda item. A member will only be permitted to speak once in reference to each designated item, unless otherwise requested to speak again by the President or Chairperson of the meeting. A Member statement shall not exceed three (3) minutes per agenda item unless approved by the President or Chairperson of the committee or a majority of the Board or Committee members. Other Association Members cannot "yield" their time for the purpose of extending a Member's time limit. The Board President or Committee Chairperson may limit any additional time as such that it does not exceed one additional three-minute period.
4. Taping of Meetings
 - a. Members may tape record or videotape any Meetings of the Board or Committee.
 - b. A Member desiring to tape record or video tape a Board Meeting or Committee Meeting shall submit a written notice to the Secretary or Manager at least five (5) minutes before the start of the Meeting advising that the meeting will be tape recorded or videotaped. A separate written notice must be made for each meeting the Member desires to tape record or

videotape.

- c. No tape recording or videotaping of any meeting shall interfere with or obstruct the Meeting, and none of the equipment used for taping shall interfere with or obstruct any person's view of the Meeting or ability to hear the Meeting, or block access to or from the Meeting or to or from the seating in the Meeting or constitute a tripping hazard. Extra lighting for the videotaping shall not be permitted. Persons using taping equipment must do so from their seats. All taping equipment used shall conform to the electrical codes. No accessory shall be attached to any electrical outlet that enables more equipment to utilize the outlet than would normally and safely utilize the outlet.

B. MEMBERSHIP MEETINGS

- I. Membership Meetings Defined. "Membership Meetings" is defined as a quorum of Members gathered at a lawfully noticed meeting to conduct official Association business.
- II. Attendance at Membership Meetings. Members have the right to attend Membership Meetings whether in person or by proxy as may be provided by law. No person other than a Member or a Member's proxy shall be permitted to attend Meetings, except agents of the Association or persons permitted by the President.
- III. Participation at Membership Meetings
 - a. Members have the right to speak at Membership Meetings as provided by law. No other person shall be permitted speak at Meetings, except agents of the Association designated proxies, or those persons permitted by the President.
 - b. Statements of Members at Meetings shall be restricted solely to items designated in the agenda for the Meeting, unless permitted by the President or majority vote of those present (in person or by proxy) at the Meeting.
 - c. A Member will only be permitted to speak once in reference to each agenda item. A Member statement shall not exceed three (3) minutes, unless otherwise permitted by the President. Other Members cannot "yield" their time for the purpose of extending a Member's time limit. The President of the Meeting shall give the floor to the Member permitted to speak subsequent to the calling of the agenda item upon which the Member will make a statement, but prior to the voting of the Members upon that agenda item.
- IV. Taping of Membership Meetings
 - a. Members may tape record or videotape Membership Meeting as permitted by law. A Member desiring to tape record or videotape such Meeting shall submit a written notice to the Secretary or President at least five (5) minutes prior to the start of the meeting.
 - b. No tape recording or videotaping of Membership Meetings shall interfere with or obstruct the Meeting and none of the equipment used for taping shall interfere or obstruct any person's view of the Meeting or ability to hear the Meeting or block access to or from the Meeting or to or from the seating in the Meeting or constitute a trip hazard. Extra lighting for the videotaping shall not be permitted. All taping equipment used shall conform to the electrical code. No accessory shall be attached to any electrical outlet that enables more equipment to utilize the outlet than would normally and safely utilize the outlet.

C. ENFORCEMENT OF MEETING RULES

1. FINES. The Board of Directors may, in accordance with the fining authority and procedures set forth in the Florida Homeowners' Association act, levy a fine against any person who fails to comply with this Rule.
2. Legal Action. The Board of Directors may take whatever appropriate legal action is available against any person who fails to comply with these Meeting Rules.
3. Other Remedies. Nothing in these Meeting Rules shall be construed as a limitation or restriction upon any of the Association's rights and remedies or act as an election of remedies. All right and remedies available to the Association shall be cumulative.

The Meeting Rules shall be effective on the date approved by the Board of Directors.

The number of Board Members who voted in favor of this Rule is seven (7). The number of Board Members who voted against this Rule is zero (0). The number of Board Members who abstained on this Rule is zero

(0). The vote of each Director is reflected in the minutes of the Meeting of January 20, 2014.

COCO WOOD LAKES ASSOCIATION, INC.
Approved the 20th day of January, 2014.

Open Speaking

The Board of Directors has arranged for an open speaking period at the end of the business portion of the Board meeting but prior to adjournment. Members will be allowed to speak for three (3) minutes on issues they would like to address to the Board. If you wish to speak, you must notify the Board at least five (5) days prior to the agenda posting (usually the Friday before the meeting) with your name, address, telephone number and subject matter. Florida Statute gives you the right to speak on designated agenda items only but the open speaking period is at the discretion of the Board. The Board will deny your request to speak if it feels the subject matter is not appropriate. This period will not be a "Board bashing session" nor will it be a "Questions and Answer" period. Speakers must limit their comments to the subject matter they indicated in their request. Anyone violating these ground rules will be ruled out of order and their speaking period immediately ended. You are limited to three (3) minutes and other Members cannot give you their time to extend your speaking period. Once you are finished with your speech or if you are ruled out of order, we ask that you graciously surrender the podium to the next speaker. The Board is interested in constructive dialogue, suggestions and comments in an effort to improve Coco Wood Lakes. Board Members will not respond to the Member's comments unless there is a need for clarification on a point or a Board member desires to respond. To prevent overly long Board Meetings, only the first ten (10) people who request to speak will be placed on the agenda. Speakers will be listed by name on the agenda under the heading of "Guest Speakers." Audience Members will not be permitted to comment on the speaker's issue. If this open speaking period deteriorates to an unfriendly or chaotic situation, it will be suspended indefinitely.

Note: This policy for open speaking at Board Meetings on non-agenda items was established by the Board beginning at the **September 2014** Board meeting and has been utilized since that meeting.

Section 17: OFFICIAL RECORDS ACCESS POLICY

OFFICIAL MAILING ADDRESS OF THE ASSOCIATION FOR RECORDS REQUESTS:

The Official Mailing Address of the Association for Records Requests is:

Coco Wood Lakes Association, Inc.
Attn: Board of Directors
6269 West Atlantic Avenue
Delray Beach, FL 33484

Requests for information, complaints, questions and access to Official Association Records is deemed to be received if it is sent to the Official Mailing Address shown above, via certified U.S. Mail. Any communication sent by email is not deemed to be received by the Association. Communications sent by email or U.S. Mail to the individual home of Directors or Officers are not deemed to be received by the Association.

FREQUENCY OF INQUIRIES AND REQUESTS FOR ACCESS TO OFFICIAL ASSOCIATION RECORDS

The Association will process and respond to no more than one written inquiry or request, per Member, in any thirty (30) day period for access to Official Records.

INSPECTION AND COPYING OF ASSOCIATION RECORDS:

1. RECORDS DEFINED

The Official Records available for inspection and copying are those designated by Florida Statutes, CH 720.303.(4) as amended from time to time.

2. PERSONS ENTITLED TO INSPECT OR COPY

Every Member or Member's authorized representative, as designated in writing, (hereinafter collectively referred to as "Member") shall have the right to inspect or copy the Official Records (hereinafter "Records"), as defined in Florida Statutes, CH 720, and subject to the exceptions in the Law, pursuant to the following rules:

3. INSPECTION AND COPYING

- A. A Member desiring to inspect the Association's Records shall submit a written request to the Association at the Official Mailing Address of the Association. The request for access to the Records for inspection and/or copying must specifically designate the record or records to be inspected with clarity. A general request to inspect and copy the Records is not acceptable. The record(s) to be inspected must be described with sufficient specificity as to allow the Association to locate that Record. In addition, the request must specify the particular Record subject to inspection including pertinent dates or time periods and shall state whether the request is for inspection or a photocopy.
- B. Neither the Association nor its property manager will research the Records. For example, a request to "provide the maintenance bills for the five most expensive months during the past three years" would not be acceptable. A request for "provide access to all maintenance bills for the past three years" would be acceptable.
- C. Neither the Association nor its property manager will be required to interpret any document found within the Records and need not answer questions from an owner during the course of the inspection of the Records. Questions can be submitted to management for a later response by the Association Board or property manager in person, at a meeting or in writing, if appropriate.
- D. Any request for access to the Records submitted by a Member, who is in litigation with the Association or who has threatened litigation against the Association, shall be referred to the Association's counsel to facilitate the inspection of records by that member or by that member's attorney. Other requests for inspection of the Records may be referred to the Association's counsel for assistance at the request of the Board of Directors or property manager.
- E. No document or report will be created in a format other than that document or report as kept in the ordinary course of business. To accommodate a request for inspection of the Records, records which are kept in an electronic format will be printed so that they can be reviewed by the Member.
- F. Neither the Association nor its management shall be required to deliver Records to a Member in any particular form.
- G. Notwithstanding the foregoing and in accordance with CH 720.303.(c) a member shall not have the right to access or inspect the following Records:
 - i. Any record protected by the lawyer-client privilege as described in section Florida Statutes, CH 90.502, and any record protected by the work product privilege, including, but not limited to, any Record prepared by the Association attorney or prepared at the attorney's express direction which reflect a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the Association and was prepared exclusively for civil or criminal litigation or adversarial administrative proceedings or which was prepared in anticipation of imminent civil or criminal litigation or imminent adversarial administrative proceedings until the conclusion of the litigation or adversarial administrative proceedings.
 - ii. Information obtained by the Association in connection with the approval of the lease, sale or other transfer of a parcel.
 - iii. Disciplinary, health, insurance and personnel records of the Association's employees.
 - iv. Medical records of parcel owners or other Members.
- H. Inspection or copying of Records shall be limited to those Records specifically requested in advance and in writing.
- I. No Member may submit more than one request for inspection or copying of the same Record in any six-month period.

- J. No Member may submit more than one request per month.
- K. No Member may request the inspection of more than ten (10) Records at any one time, nor shall the Association be required to produce Records for inspection exceeding two hundred (200) pages at one time. If the Member's request exceeds either of these limitations, the Association shall provide Records for inspection in the order requested by the Member up to the limiting factor, and the Member shall be notified that the other Records will be made available for inspection at another inspection session upon receipt of another written request of the Member. All Inspection of Records shall be conducted at the Management Company offices or at such other location as may be designated by the Association, from time to time. No portion of the Records shall be removed by the Member from the location of inspection. No Member may mark, write upon or otherwise alter any portion of the Records. Any violation of this provision may result in a suspension of that Member's right to inspect the Records.
- L. Records shall be made available for inspection by the Association on or before the tenth (10th) business day subsequent to actual receipt by the Association of the written request for inspection. This time frame may be extended by written request of the member. In addition, this time frame shall be extended in the event Records are so voluminous or otherwise in such condition as to render this time frame unreasonable. The Association shall notify the Member by telephone, in person, or in writing that the Records are available and the time, date and place for such inspection.
- M. Inspections shall be made only by appointment, during regular business hours, on weekdays. Under the Law, a member is entitled to eight (8) hours of Records Inspection in any thirty (30) day period.
- N. If a Member desires to obtain a copy of any Record, the Member shall designate in writing which Record is desired, or during an inspection, the Member may designate such Record by use of a tab or clip upon the page(s) desired. Any written request shall designate the specific Record or portion thereof. For less than twenty-five (25) pages, copies will be available immediately. For more than twenty-five (25) pages, copies of the Record(s) shall be available within approximately five (5) working days of receipt of the request. In the event the above referenced time frame is impractical due to the voluminous nature or condition of the Records, then copies will be made available as soon as is practical.
- O. The Association may impose fees to cover the costs of providing copies of the Official Records, including, without limitation, the costs of copying. A Member shall pay twenty-five (25) cents per page for regular or legal sized photocopies, payable in cash.

4. MANNER OF INSPECTION

- A. No written request for inspection or copying shall be made in order to harass any Member, resident or Association agent, officer, director or employee.
- B. All persons inspecting or requesting copies of Records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Management office or office where the Records are otherwise inspected or copied. There will be a staff person and/or Board Member present to assist in the inspection. In the event that the conduct of a Member during the inspection of the Records becomes disruptive or otherwise inappropriate for the location of the inspection, the inspection may be terminated at the discretion of the Association or its agent.
- C. The Association shall maintain a log detailing:
 - i. The date of the written request for inspection;
 - ii. The name of the requesting party;
 - iii. The requested Records;
 - iv. The date the Member was notified of the availability of the Records;
 - v. The date the Records were made available for inspection and/or copying;
 - vi. The date of the actual inspection and/or copying;
 - vii. The signature of the Member acknowledging receipt or access to the Records. Every person inspecting or receiving copies of Records shall sign said log or a comparable receipt prior to the inspection or receipt of copies.

5. ENFORCEMENT OF INSPECTION AND COPYING RULES

- A. Any violation of these rules shall cause the immediate suspension of the inspection and/or copying until such time as the violator agrees in writing to comply herewith.
- B. Any written requests for inspection or copying not complying with these rules shall not be honored. The Association shall indicate in writing the nature of the non-compliance and transmit the same to the requesting party within five (5) working days subsequent to the receipt of the written request from the Member. Any verbal requests for inspections or copying may be responded to at the time by the Association representative notifying the requesting person of the existence of their rules and pointing out the necessity of complying herewith.
- C. The Board of Directors may take any available legal action to enforce these rules.

APPROVED AND ISSUED BY

THE BOARD OF DIRECTORS,
COCO WOOD LAKES ASSOCIATION, INC.

MARCH 16, 2015

EFFECTIVE 48 HOURS AFTER MAILING TO ALL MEMBERS.