

WILLOW WOOD VILLAGE HOMEOWNERS ASSOCIATION
RECORDS REQUEST POLICY

The following shall be the standing policy of Willow Wood Village Homeowners Association in relation to a request from an owner or from an agent for an owner to review the records of the Association, as allowed by Section 720.303(5), Florida Statutes:

1. Requests to inspect the records of the Association may be made by an owner or their agent, as identified in writing by the owner. Requests shall be limited to one (1) request per owner, per month, and must be made in writing as indicated herein. Owners are requested to provide their preferred email address in their written request so the Association's representative can expeditiously respond.
2. All requests to inspect the records shall be made in writing, in hard copy, and sent to the Association's property manager, via certified mail. No faxed, emailed, electronic, personally delivered, or otherwise submitted requests shall be accepted. The address to make such requests is:

Willow Wood Village Homeowners Association, Inc.
c/o DeSantis Community Management, LLC
2931 Macalpin Drive South
Palm Harbor, FL 34684

3. At the time a request is received by the property manager, it shall be date-stamped, and that date shall be deemed the date the records were requested. The records shall be made available for inspection within ten (10) business days of the date the request is received.
4. Upon receipt of the request, an authorized representative of the Association will contact the requesting party, in writing, to schedule an appointment to review the records or make alternate arrangements for procurement of the requested records. The requesting party shall be afforded a total of eight (8) hours of inspection time per request.
5. Documents shall be produced as they are kept in the ordinary course of business, including electronically. The Association shall not be required to produce any document or report not kept in the ordinary course of business, or alter the format of any record to satisfy a specific request.
6. Record inspections may be performed by the owner or their designated representative. Such persons shall conduct themselves in a businesslike manner and shall not create a nuisance or interfere with the operation of the location where the records are inspected or copied. Persons inspecting records shall not be entitled to question an Association representative during such inspection as to the content of the records or otherwise. Disruptive behavior shall result in the termination of the inspection and the owner shall be required to submit a new request the following month to complete the inspection.
7. Copies shall be made at a cost of \$.25 per page.

8. All Association records shall be kept and maintained in accordance with the requirements of Florida Statute Section 720.303(4)(a) and the Association's Governing Documents.

Approved by Board on this 17 day of September, 2024.

Signed: 
[PATRICIA BELCHER \(Oct 3, 2024 17:31 EDT\)](#) Title: President

Print Name: Patricia Belcher






WWV Record Request Policy - Approved Sept 17 2024

Final Audit Report

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