



Inspection of Records, Books & Accounting Review Policy

1. Written Request Required

All requests to inspect Association records must be submitted in writing by an owner and delivered by certified mail to the Association's official mailing address. Requests shall identify with reasonable particularity the records sought for inspection and shall not be deemed received until delivered to the Association.

2. Location / Supervision

Inspections shall take place at the Briarwick Guardhouse or another location designated by the Association. Management or the Association's representative must be present during the entire inspection.

3. One Owner Per Session

Inspection appointments are limited to one (1) owner per session.

4. Time Limitation

Inspection sessions are limited to sixty (60) minutes per appointment. Additional inspection time may be scheduled at the Association's discretion.

5. Labor and Overhead Charges

The requesting owner shall be responsible for labor and overhead costs associated with the inspection, retrieval, supervision, reproduction, and re-filing of Association records. Labor and overhead shall be charged at the rate of Twenty-Five Dollars (\$25.00) per hour.

6. Copying / Production Costs

Paper copies: \$0.50 per page. Electronic copies / PDF downloads: \$0.25 per page. The requesting owner shall also be responsible for postage, mailing supplies, storage media, third-party retrieval costs, and other actual costs incurred by the Association in responding to the request.

7. Advance Payment

The Association may require advance payment of estimated costs before producing records or scheduling an inspection.

8. Inspection Rules

No Association record may be removed, altered, marked, photographed, video recorded, copied by personal scanning device, or disorganized during the inspection.

9. Confidential / Excluded Records

Records that are confidential, privileged, attorney-client protected, related to pending or threatened litigation, personnel matters, owner account information of other owners, security-related information, executive session matters, or otherwise excluded from inspection under applicable law or the Association's governing documents shall not be made available for inspection.

10. Identification Requirement

On the date of inspection, the requesting owner must present valid government-issued photo identification, including a driver's license, passport, or comparable government-issued photo identification. Failure or refusal to provide required identification shall result in denial or cancellation of the inspection.