

**RULES GOVERNING INSPECTION AND COPYING OF OFFICIAL RECORDS OF THE**  
**COURTSIDE COMMONS OF WYNEMERE CONDOMINIUM ASSOCIATION, INC.**  
**("ASSOCIATION")**

**Adopted by the Board of Directors on December 3, 2025**

1. The Association's "official records" (as defined in Section 718.111(12) of the Condominium Act and referred to herein as the "Records") are open to inspection by any Association member and any person authorized by an Association member as his or her representative at all reasonable times. The right to inspect the Records includes the right to make or obtain copies, at the reasonable expense of the requestor. The person desiring to inspect or obtain copies of the Records shall submit a written request to the Association by mail to, Courtside Commons of Wyndemere Condominium Association, Inc., 98 Wyndemere Way, Naples, FL 34015 or by email to [cam@wyndemerehomeowners.com](mailto:cam@wyndemerehomeowners.com). The written request must identify with specificity the particular Records the requestor desires to inspect and copy, including pertinent dates or time periods. The Association may not require the requestor to demonstrate any purpose or state any reason for the inspection.

2. The Association will contact the requestor to schedule an appointment to inspect the Records produced. Inspections shall be conducted by mutually agreeable appointment time during regular business hours, Monday through Friday. Records will be available for inspection within 10 working days after receipt by Association of the written request, unless, given the nature of the official records requested, the Association cannot make all or any such records available for inspection within the 10 working days deadline. The Association shall not be obligated to provide access to Records more than once per month per unit, regardless of (i) whether the requestor is the unit owner or his or her authorized representative; or (ii) the number of unit owners who own a unit. In addition, the Association shall not be obligated to provide access to Records to a unit owner or his or her authorized representative more than once per month if the unit owner owns more than one unit. No written request shall be submitted for the same Records requested in a prior written request that the Association provided access to within the previous month.

3. In response to a written request to inspect Records, the Association must simultaneously provide to the requestor a checklist of all Records made available for inspection and copying. The checklist must also identify any of the Association's Records that were not made available to the requestor. The Association must maintain the checklist for 7 years. Delivering the checklist creates a rebuttable presumption that the Association has complied with the Section 718.111(12)(c) of the Condominium Act.

4. The requestor shall not interfere with the operation of the Association office or otherwise compromise management's ability to conduct normal business operations. At the Association's discretion, Association may assign an individual to observe the inspection. Alteration of original documents is prohibited. In no event shall the requestor remove the Records from the location in which the inspection occurs. Inspection or copying of Records shall be restricted solely to those Records designated in the written request for inspection and copying.

5. If, at or subsequent to inspection, the requestor desires to have a copy of the Records, he or she shall designate in a separate writing, which Records, or portion thereof, for which a copy is desired, or, in the alternative, shall designate such Records by use of a paperclip or post-it note upon the page(s) desired. Not more than one copy of each Record requested shall be permitted. The Association must provide copies on request during the inspection if the entire request is limited to no more than 25 pages. If the records

requested to be copied exceed 25 pages in length, the Association may provide copies to the requestor within a reasonable time after the inspection. The requestor must pick-up the Records unless the Association agrees to mail or email them in its sole discretion. The Association shall allow the requestor to use a portable device, including a smartphone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make an electronic copy of the Records in lieu of the Association providing the requestor with a copy of such Records. The Association may not charge a fee to the requestor for the use of a portable device.

6. The Association may charge its actual costs for preparing and furnishing the recorded Declaration of Condominium, recorded Articles of Incorporation, recorded Bylaws, including exhibits, and the recorded amendments to such documents, as well as the Question and Answer Sheet and year-end financial information. With respect to other Records, the Association may impose fees to cover the costs of providing copies. The Association may charge up to 25 cents per page for copies made on the Association's copier. If the Records requested to be copied exceed 25 pages in length, the Association may have copies made by an outside vendor and may charge the actual cost of copying, as supported by the vendor's invoice. The Association may require that payment be made in advance. Unless the Association provides Records to the requestor by email, the requestor shall complete, sign, and date a receipt prior to leaving the Association office with the requested copies.

7. The Association is not obligated to grant any request for inspection of Records not in compliance with these Rules. Nothing in these Rules shall be construed as a limitation or restriction upon any right or remedy of the Association. Copies of requested Records not picked up within 30 days may be destroyed; in that case, a new request by the requestor shall be required.

8. Pursuant to Section 718.111(12)(c)5 of the Condominium Act, the following records shall not be accessible to unit owners or their authorized representatives:

- (a) Any record protected by the lawyer-client privilege as described in Sec. 90.502, Fla. Stat. and any record protected by the work-product privilege, including a record prepared by an Association attorney or prepared at the attorney's express direction which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the Association and which was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings or which was prepared in anticipation of such litigation or adversarial administrative proceedings until the conclusion of the litigation or proceedings.
- (b) Information obtained by the Association in connection with the approval of the lease, sale, or other transfer of a unit.
- (c) Personnel records of the Association or management company employees, including, but not limited to, disciplinary, payroll, health, and insurance records. For such purposes, the term "personnel records" does not include written employment agreements with an Association employee or management company, or budgetary or financial records that indicate the compensation paid to an Association employee.
- (d) Medical records of unit owners.
- (e) Social security numbers, driver license numbers, credit card numbers, e-mail addresses, telephone numbers, facsimile numbers, emergency contact information, addresses of a unit owner other than as provided to fulfill the Association's notice requirements, and other personal identifying information of any person, excluding the person's name, unit designation, mailing

address, property address, and any e-mail address or facsimile number provided to the Association to fulfill the Association's notice requirements. Notwithstanding such restrictions, the Association may print and distribute to unit owners a directory containing the name, unit address, and all telephone numbers of each unit owner. However, a unit owner may exclude his or her telephone numbers from the directory by so requesting in writing to the Association. A unit owner may consent in writing to the disclosure of other contact information described above. The Association is not liable for the disclosure of such protected information if the information is included in a Record and is voluntarily provided by a unit owner and not requested by the Association.

- (f) Electronic security measures that are used by the Association to safeguard data, including passwords.
- (g) The software and operating system used by the Association which allows the manipulation of data, even if the unit owner owns a copy of the same software used by the Association. The data is part of the Records.
- (h) All affirmative acknowledgements made pursuant to Section 718.121(4)(c) of the Condominium Act.