

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
GRAND PANAMA BEACH RESORT CONDOMINIUM ASSOCIATION, INC.**

The Grand Panama Beach Resort Condominium Association, Inc (the “Association”) held a duly noticed Board of Directors meeting on the 16th day of April, 2026, at which quorum was present, and at which the following Resolution was adopted and approved by a majority vote of the members of the Board;

RECITALS

WHEREAS, the Association is responsible for the operation of Grand Panama Beach Resort Condominium and is governed by the Declaration of Condominium for Grand Panama Beach Resort Condominium (the “Declaration”), which was recorded in the Official Records of Bay County, Florida, at Book 2942, Page 351, as amended from time to time (the “Declaration”), together with the Articles of Incorporation, Bylaws, and duly adopted Rules and Regulations (collectively, the “Governing Documents”);

WHEREAS, the Governing Documents authorize the Association to adopt reasonable rules governing the administration, operation, and management of the Association and the Condominium;

WHEREAS, the Governing Documents and Section 718.111(12), *Florida Statutes*, requires the Association to maintain official records and make such records available for inspection or copying by unit owners under reasonable conditions;

WHEREAS, the Governing Documents and Section 718.111(12), *Florida Statutes*, authorize the Association to adopt reasonable rules regarding the frequency, time, location, notice, and manner of record inspection and copying;

WHEREAS, the Association finds it necessary and in the best interest of the Association to adopt uniform procedures governing the manner, timing, location, frequency, and administration of official records requests to ensure compliance with Florida law;

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Chapter 718, *Florida Statutes*, and the Association’s Governing Documents, the Board of Directors hereby adopts the following Official Records Inspection Policy, which shall be incorporated into the Association’s Rules and Regulations:

ATTEST:

President: _____

Date: _____

Secretary: _____

Date: _____

OFFICIAL RECORDS INSPECTION POLICY

1. Submission of Requests

All requests for inspection or copying of records must be made in **writing**. To trigger the statutory 10-business-day response period, requests must be delivered to the Association's Community Association Manager via **Certified Mail, Return Receipt Requested**. The request must identify the specific records sought with reasonable particularity.

2. Access and Timeline

- **Availability:** Records shall be made available for inspection or copying within **ten (10) business days** after receipt of a written request.
- **Location:** Inspection shall take place at the Association's office.
- **Hours:** Inspections shall occur during normal business hours (e.g., 9:00 AM to 5:00 PM, Monday through Friday).

3. Inspection Rules

- **Conduct:** Owners shall not remove original records from the inspection location or alter/mark records in any way.
- **Technology:** Owners may use portable scanners or mobile devices to take photographs of records at **no charge**.
- **Assistance:** If an inspection requires more than 30 minutes of personnel time to monitor or assist, the Association will charge a labor fee of **\$20.00 per hour**.

4. Fees for Copies

- If the Association provides copies, the charge shall be **\$0.25 per page**.
- Payment for copies and/or personnel time must be made at the time of the inspection via check or money order made out to the Association.

5. Exempt Records (Non-Disclosure)

The following records are strictly confidential and shall not be provided pursuant to Chapter 718, *Florida Statutes*:

- Records protected by attorney-client or work-product privilege.
- Personal identifying information (Social Security numbers, driver's license numbers, medical records).

- Security-sensitive data (passwords, software source code, security surveillance logs).
- Personnel records of Association employees (excluding payroll and contract terms).

6. Mandatory Checklist (HB 1021 Compliance)

For every records production, the Association shall provide the requester with a **checklist** identifying all records made available for inspection and specifically noting any records that were withheld or redacted. This checklist shall be maintained by the Association for seven (7) years.

ATTEST:

President

Date: _____

Secretary

Date: _____

BE IT FURTHER RESOLVED that this Policy shall take effect immediately upon adoption;

BE IT FURTHER RESOLVED that all prior policies or practices inconsistent herewith are superseded;

BE IT FURTHER RESOLVED that the Board reserves the right to amend this Policy from time to time.

ADOPTED this ___ day of _____, 2026.

President: _____

Date: _____

Secretary: _____

Date: _____