

## Inspection or Copy Policy of Lake Toxaway Community Association

### ■ Manner of Inspection or Copying

- A. Members shall not exercise their inspection or copying rights in order to harass any other member or resident, association agent, officer, director, or employee.
- B. All people inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the association office or such other location where the inspection or copying is taking place. The association office, or place of inspection or copying, shall assign one staff person to assist in the inspection. All requests for further assistance and copying during an inspection shall be directed only to that staff person.
- C. The association shall maintain a log detailing:
  1. The date the written request was received;
  2. The name of the requesting party;
  3. A list of the requested records;
  4. The date the association notified the member that the records were available;
  5. The date the records were made available;
  6. The date of actual inspection or copying; and
  7. The signature of the member acknowledging receipt of, or access to, the records. Every person inspecting or receiving copies of records shall sign said log or a comparable receipt prior to inspection or receipt of copies.

### Enforcement of Inspection & Copying Rules

- A. Any violation of these rules shall cause the immediate suspension of the inspection or copying until the violator agrees in writing to comply herewith.
- B. The association will not honor any requests for inspection or copying that do not comply with this policy. Within five working days of receiving the noncompliant request, the association shall send a written notice to the person who made the request indicating the nature of any noncompliance. Any association representative who receives an oral request for inspection or copying shall refer the person making the request to this policy, and the association will have no further obligation to respond until it receives a written request.
- C. The association's board may take any available legal action to enforce these rules, including the levy of a fine.