

## Keys Gate Community Association Official Records Policy

Each homeowner must send a written request in letterform, via the United States Postal Service, by Certified Mail and Return Receipt Requested. The letter will be addressed to the Keys Gate Community Association (KGCA), 1541 SE 12th Avenue, Suite 37, Homestead, Florida 33034, and the letter will state such request is being made to obtain access to KGCA official records.

Once signed for by the Miami Management, Inc. (MMI) Homestead office, the certified letter will be logged for a record and formal response by MMI to provide access to the official records. The MMI letter notifying the homeowner will be by mail and/or email and/or fax. The letter will provide for two dates and two times on each date specified to access. The letter will include specifics regarding "location to access," cost associated with access and acceptable payment methods. It will require confirmation of the meeting date by homeowner no later than 48 hours prior to the first date offered for access. The letter will explain that a clerk must be scheduled and made available on the date and time of the homeowner's confirmed access date and time. The "location to access" will house official records for the current year and previous two audited calendar years. If access is needed for years prior to those as noted on site, the homeowner will be informed so as to access those years at a designated location referred to as ARCHIVE LOCATION. Only one homeowner will be scheduled at a designated time. Appointments will be scheduled within ten (10) business days of receipt of the certified letter.

***TIME OF ACCESS and COPIES, if requested:*** The homeowner will be required to show positive identification and sign in with the time recorded. Once 30 minutes of review time has been exceeded, \$20.00 per hour will be charged to the homeowner. If homeowner fails to pay the time charges, the charges will then be posted to the respective homeowner's ledger.

The homeowner may request copies. Copies will be provided, and 25 cents per page will be required to be paid by the homeowner at the time that copies are delivered. If 25 or fewer pages are requested to be copied then the copies will be made available on the same day, and 25 cents will be charged for each page. Payment will be required at time of delivery. If 26 or more pages of copies are requested, then the homeowner will need to return to the office to pick up the copies. The homeowner will be charged no more than \$20.00 for the clerical time required to retrieve documents in order to make the copies requested, and in addition to the clerical time charge, no more than 25 cents per page for each page copied will be charged.