

**BETMAR OWNERS, INC.
BETMAR ACRES CLUB, INC.
A 55+ Older Community
Operating Policy and Procedure
118**

Inspection and/or Disbursement of Corporate Records

Effective Date: 12-04-2009

Last Revision: 03-16-2023

Version 118.1

SCOPE: This policy provides Betmar membership with guidance to inspect and/or request Corporate Records following Chapter 617, Florida Statutes.

PURPOSE: To outline requirements relative to and procedures by which residents may inspect and/or request copies of Corporate Records of Betmar Owners, Inc and/or Betmar Acres Club, Inc.

PROCEDURE:

1. According to Florida statute 617.1602 (1) a member of the corporation is entitled to inspect and copy records of the corporation when requested.
2. Only members in good standing of Betmar Owners, Inc. or Betmar Acres Club, Inc. or their authorized representatives may request copies of corporate records.
3. The request must be made in writing on the form provided (attachment #1) and must be signed and dated by the requesting party.
4. Florida statute 617.1602 states those making the request must describe the purpose of the inspection.
5. The corporation may adopt reasonable rules governing the time, location, frequency, notice required, and manner of records inspection. The rules must be in writing.
 - a) Access to corporate records will be provided during normal business hours as posted by the corporate office.
 - b) All corporate records will be inspected in the corporate office under office or trustee supervision only and shall not be removed from the corporate office under any circumstance.
 - c) Records for inspection will be made available at a mutually agreed upon time within ten (10) business days of the written request.

6. According to Florida statute 617.1603 (3) the corporation may impose a reasonable charge for copies provided.
 - a) Copies of 1-10 pages will be provided at a cost of twenty-five cents (\$0.25) per page.
 - b) Copies in excess of 10 pages will be provided at a cost of fifty cents (\$0.50) per page.
 - c) Use of personal devices, cameras, cell phones, scanners etc. to make photocopies is allowed without cost to the member.
 - d) Copies requiring a member supplied (new) flash drive will be provided at a cost of three dollars (\$3.00)
7. The cost of copies per page may be adjusted by the Board of Directors during the March Board of Directors meeting to take effect for the following year.
8. Payment must be made prior to the release of any copies.
9. The recipient shall sign for the documents when they are received (attachment #1).

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
118	Betmar Owners BOD	12-04-2006	Original Issue	???????
118	Betmar Owners BOD	05-20-2021	Unknown at this time	???????
118.1	Betmar Owners/Acres BOD	03-16-2023	Re-written for conformance to FS 617 and Betmar Corporations' requirements	Policy and Procedure

118.1 Approved by:

Policy and Procedure Chairperson: _____ Date: _____

President Betmar Owners Inc. / Betmar Acres Club, Inc. _____

Date: _____

Three (3) Year Policy and Procedure Committee Review Date: 2026

Signed: _____ Date: _____

Three (3) Year Policy and Procedure Committee Review Date: 2029

Signed: _____ Date: _____

Betmar Owners Inc.
Betmar Acres Club, Inc.
 A 55 and older Community

Resident Request for Inspection and/or Disbursement of Corporate Records

Pursuant to Betmar Owners, Inc. and Betmar Acres Club, Inc. policy and procedure 118, I hereby request access to the following documents. Documents will be made available at the Betmar office conference room at a time agreed upon by both parties. Copies of documents may be requested during inspection.

Purpose for inspection:

Requested Documents:

	Number of Copies	Cost Per Copy	Total Cost
Copies (1-10)			
Copies (11 +)			
CD/RW/DVD			
Total Cost of all Copies			

Resident's Name: _____

Please type or print

Betmar Address: _____

Telephone Number: _____

Date of Request		Date Received	
By:		By:	

(Signature)

(Signature)

Attachment 1