

OFFICIAL RECORDS REQUEST FORM

TO: Board of Directors
Luna Plantation Property Owners Association (LPPOA)
3972 N.Monroe Street
Tallahassee, FL 32312

As a parcel owner and member of the homeowners association and pursuant to §720.303(5), *Florida Statutes*, the undersigned hereby requests to inspect and copy the following official records of the Association.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

This written request is made pursuant to §720.303(5)(c), *Florida Statutes*, and has been sent via certified mail. Florida law requires that “The official records shall be maintained within the state and must be open to inspection and available for photocopying by members or their authorized agents at reasonable times and places within 10 business days after receipt of a written request for access.” Further, “The failure of an association to provide the records within 10 working days after receipt of a written request shall create a rebuttable presumption that the association willfully failed to comply.”

Please provide the undersigned with an appointment to review the records requested above.

Signature: _____

Printed Name: _____

Address: _____

Phone Number: _____

Date: _____