

## REQUEST FOR ACCESS TO SIPOA RECORDS

**Date of Written Records Inspection Request:** \_\_\_\_\_

§10.6 **INSPECTION OF RECORDS.** As permitted pursuant to South Carolina Code Section 33-31-1602 as amended from time to time and at its sole cost and expense, a Property Owner shall be entitled to inspect and copy, at reasonable times during normal business hours and location specified by SIPOA, any of the records of SIPOA described in §§ 10.1, 10.2, 10.3 and 10.5 if a Property Owner gives SIPOA at least five (5) days written notice or a written request before the date on which the Property Owner wishes to inspect and copy such records. Property Owners may also submit records requests via a Records Request Form available on SIPOA's website.

§10.7 **SCOPE OF INSPECTION RIGHTS.** A Property Owner's agent or attorney has the same inspection and copying rights as the Property Owner the agent or attorney represents. The right to copy records under §10.6 includes, if reasonable, the right to receive copies made by photographic, xerographic, or other means. SIPOA may impose a reasonable charge, covering the costs of labor and material, for copies of any documents provided to Property Owner. The charge may not exceed the estimated cost of production or reproduction of the records.

**Name:** \_\_\_\_\_

**SIPOA Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Records Requested:** \_\_\_\_\_

**Record Dates From – To:** \_\_\_\_\_

**I acknowledge that the records requested are \_\_\_\_\_ / are not \_\_\_\_\_ confidential documents. Confidential documents must be reviewed in the SIPOA Administrative Office, and no notes copies or imaging of any kind are permitted.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*For office use only:*

**Date records inspected:** \_\_\_\_\_

§10.1 **PERMANENT RECORDS.** SIPOA shall keep as permanent records minutes of all meetings of Property Owners and the Board (other than a meeting held in Executive Session pursuant to §5.14), a record of all actions taken by Property Owners or the Board without a meeting, and the minutes of all actions taken by committees of the Board exercising the authority of the Board (and not merely acting in an advisory capacity).

§10.2 **ACCOUNTING RECORDS.** SIPOA shall cause appropriate accounting records to be maintained.

§10.3 **LIST OF PROPERTY OWNERS.** SIPOA shall maintain a record of Property Owners in a form that permits preparation of a list of the name and address of all Property Owners, , and showing the number of votes each Property Owner is entitled to cast (assuming such Property Owner is in Good Standing).

§10.5 **RECORDS AT PRINCIPAL OFFICE.** In addition to the records specified in § 10.1, SIPOA shall keep a copy of the following records at its principal office: (i) all records as required by South Carolina Code Section 33-31-1601 as amended from time to time (ii) its Protective Covenants and all amendments to or restatements of them currently in effect; (iii) copies of the annual budgets for the past five years; and (iv) its most recent report or filing to the U.S. Internal Revenue Service and appropriate South Carolina governmental authorities.