

TOHOQUA RESERVE HOMEOWNERS ASSOCIATION, INC.

A Florida Not For Profit Corporation

Official Records Access Policy

The official records of the Association shall be maintained and shall be available for review as follows:

- All official records, as defined by Section 718.111(12) or 720.303(4), *Florida Statutes*, will be maintained at the following address:

Tohoqua Residents' Club

1830 Fulfillment Drive

Kissimmee, FL 34744

- Any resident or authorized agent desiring to review any portion of the records may do so upon written request, via certified mail only, provided to the following person:

Tohoqua Reserve HOA

c/o CALM

6200 Lee Vista Blvd., Suite 300

Orlando, FL 32822

- Records will be available for viewing within 45 miles of the community by appointment during the hours of 9:00am - 5:00pm Monday through Friday, excluding holidays and weekends.
- No records may be removed from the viewing location. Administrative personnel will be present at all times during the inspection.
- If the owner requests copies of any documents, the first 25 pages will be provided at no charge. Thereafter, copies of records are available at a cost of 25 cents per copied page.
- All charges will be due and payable at the time of the appointment.
- Requests to view records are limited to a maximum of 8 hours per calendar month.

DATE: 7/18/2022



On Behalf of the Board of Directors for
Tohoqua Reserve Homeowners Association, Inc.