



OFFICIAL RECORDS REQUEST

TO: The Board of Directors of St. Augustine Shores Service Corporation

As a parcel owner and member of the homeowner's association and pursuant to Florida Statutes, 720.303(5), the undersigned hereby requests to inspect and/or copy the following official records of the Association:

This written request is made pursuant to Florida Statutes, 720.303(5)(c), and has been sent via certified mail to St. Augustine Shores at 790 Christina Drive, St. Augustine, FL 32086. 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 rebuttable presumption that the association willfully failed to comply." Please provide the undersigned with an appointment to view the requested official records.

Signature: _____

Printed Name: _____

Address: _____

Phone Number: _____ Date: _____

The Association will contact you to schedule an appointment to view the requested documents once your certified request is received. Thank you.