



**Village of Sandalwood Lakes South  
Homeowners Association, Inc.**

3011 Exchange Court, Suite 100, West Palm Beach, FL 33409  
Phone: (561)478-0808 \* Email: vslshoa@gmail.com

**A RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING  
RULES GOVERNING RECORD REQUESTS**

- 1) Each member may request an inspection of the association's official records for up to one 8-hour business day per month. If the owner does not utilize the full 8 hours, any time remaining will not be transferable to another day in the same month.
- 2) The inspections of association's official records will be held twice monthly from 8am-4pm, on the 2<sup>nd</sup> Wednesday and 4th Tuesday each month. In the request for the inspection of records or record request, please state the day, either the 2<sup>nd</sup> Wednesday or 4th Tuesday, along with a time you will be available for inspections. A half hour shall be allowed for a late visit, after which it will have been deemed that your request has been fulfilled.
- 3) All record inspections must be sent via certified mail return receipt, to each;

The Board of Directors  
C/O Sandalwood Lakes South HOA  
3011 Exchange Ct. Suite 100  
West Palm Beach, Fl 33409

and the Association Attorney;

Sandalwood Lakes South HOA  
C/O Ryan S. Copple, P.A. (or current)  
601 Heritage Drive, Suite 228  
Jupiter, Florida 33458

- 4) The inspections of records will be held at:  
The Office of Sandalwood Lakes South  
3011 Exchange Ct. Suite 100  
West Palm Beach, Fl. 33409
- 5) Any other reasonable rules and parameters for record requests the board of directors may adopt from time to time.