


Document Inspection and Copy Policy
Panorama Estates Property Owners Association

The Panorama Estates Property Owners Association, herein after referred to as POA, Document Inspection and Copy Policy is to provide POA members and Directors with guidelines that governs when, where and how POA documents can be inspected and/or copied. Records are maintained by the Board of Directors, herein after referred to as Board. Since the Board consists of volunteers there are limitations to the response and meeting times. This Policy are guidelines for POA members the Board and are not to be considered legally enforceable. For the purposes of this policy the terms "document" and "record" are used interchangeably.

- 1 Inspection Request.** A request to inspect POA documents must be made in writing to either the President or Secretary of the Board.
 - 1.01** The request may be sent to any Board member but this may result in a delayed response.
 - 1.02** The member must describe with reasonable particularity the purpose and records the member wishes to inspect; the records are directly connected with this purpose; and the records are to be used only for the stated purpose.
 - 1.03** Once the request has been received the Board may within 30 days either provide the requested record or set up a meeting with the member for the inspection of the document.
 - 1.03.1** Due to the volunteer nature of the Board, meeting times are limited and will be agreed to by the Board and the member. Holidays such as, but not limited to, Thanksgiving, Christmas and New Year's (and other religious holidays) may limit availability of documents or meeting times.
- 2 Copies.** No electronic copies of documents will be provided, Board members are not to allow a member to photograph or otherwise copy documents. All copies are to be made by a Board member and then provided to the member.
- 3 Copying fees.** Before any copies are made the member must agree to pay the following costs.
 - **Copy Fees:** \$5.00 for the first page, \$2.00 for each additional page. This fee is in line with the costs that White County charges for filing and copy fees.
 - **Mailing Fees.** Copies of documents may be mailed to the member by registered mail. The member will be responsible for these mailing costs plus \$5 to cover the cost of mailing materials.
 - As allowed by GA Code an hourly rate of \$50.00 will be charged to the member for services. A minimum charge of one (1) hour is required and here after billed in 15-minute increments (\$12.50 per increment).
 - If a member makes multiple inspection requests within a 30-day time frame an estimate of the copy fees need to be paid before the inspection can occur.
 - These copy and mailing fees may be updated by a simple motion and approval by the Board.

I certify that the foregoing Policy was duly adopted at the December 11th, 2022 Board of Directors meeting by a majority vote of the Directors and that said Policy fully complies with the applicable provisions and requirements of the By Laws of Panorama Estates Property Owners Association, Inc., dated September 30th, 1996, recorded in Deed Book 471, pages 440-408, of said Clerk's Office, as amended, and the governing rules of procedure of said Panorama Estates Homeowners.



Angela Bush as Secretary of said Association

12-11-2022

Date