

**MYRTLE TRACE CONDOMINIUM ASSOCIATION
213 Southampton Drive
Venice, Florida 34293**

POLICY – VIEWING OWNER FILES

Overview

A unit owner or authorized representative may view the contents of his/her Owner File, which the Association Secretary maintains in accordance with FL Statutes and the MTCA Policy for Owner Files ([3PolicyOwnerFiles](#)). Board Directors and Officers may access Owner Files as needed to fulfill the responsibilities of their office.

Procedure – Unit Owner/Authorized Representative

1. The unit owner or authorized representative calls or writes to the Association Secretary and requests a convenient time to view the contents of his/her Owner File.
2. Within 5 working days of receiving the request, the Association Secretary will have the Owner File available for viewing by the unit owner or authorized representative under the supervision of a Board Director.
3. A unit owner or authorized representative may make copies of the Owner File contents by using a portable electronic device at no cost or may request copies be made of the contents of the Owner File and delivered to the unit owner or the authorized representative for a cost of \$.25 per 8.5 x 11 page, due in advance of copying, plus postage.

Procedure – Board Director/Officer

Board Director/Officer access to Owner Files is through the Association Secretary. The Secretary will maintain a record of who accesses individual owner files and the date this occurred.