

May 1, 2011

**Myrtle Trace Condominium Association, Inc.
213 Southampton Drive
Venice, FL 34293**

**POLICY
VIEWING UNIT OWNER FILES**

Unit owners may view the records the Association maintains for their unit following this procedure:

1. The owner will call or write the Property Manager and request a convenient time to view the records at the Manager's office.
2. The Property Manager will have your records at their office and available for your viewing under their supervision within 5 days.
3. Requested copies will be made and delivered to your home address. Payment of \$.25 per 8.5 x 11 page is due in advance of copying, plus postage.