

VERONA RESERVE COMMUNITY ASSOCIATION, INC.

Association Records Policy

Overview: To establish processes and procedures for retention, inspection and destruction of the Association's official records.

Florida statutes mandate that Association records be maintained within Sarasota County, Florida for at least 7 years. The definition of "official records" in the [Homeowners Association Act \(Chapter 720 of the Florida Statutes\)](#) is broad but generally includes:

- Copies of any plans, specifications, permits, and warranties related to improvements constructed on the common areas or other property that the association is obligated to maintain, repair, or replace.
- Bylaws of the association and of each amendment to the bylaws.
- Articles of incorporation of the association and of each amendment thereto.
- Declaration of covenants and a copy of each amendment thereto.
- Current rules of the homeowners' association.
- Minutes of all meetings of the board of directors and of the members.
- Owner roster.
- Insurance policies.
- Vendor contracts.
- Financial records, i.e. approved budget and reserve schedule, financial statements, tax returns, audits, unit owner statement of account.
- Correspondence and other documents relating to the operation of the Association.

Exceptions:

- Bids received for work to be performed, but not accepted, must be retained for 1 year.
- Ballots, sign-in sheets, voting proxies, and all other papers and electronic records relating to voting by parcel owners must be retained for 1 year after the date of the election, vote, or meeting.
- Newly elected or appointed director's educational certificate must be retained for 5 years after the director's election.
- Director's annual certificate for 4 hours of continuing education must be retained for 5 years after the director's election.

Records that are not publicly available include:

- Attorney-client privileged communications.
- Records protected by work-product privilege.
- Information obtained in connection with the approval of a lease, sale or transfer of real estate.
- Personal identifying information; excluding the person's name, parcel designation, mailing address, and property address.
- Medical records of members/owners or community residents.
- Personnel records of Association employees.
- Any electronic security measure that is used by the association to safeguard data, including passwords.

VERONA RESERVE COMMUNITY ASSOCIATION, INC.

Association Records Policy

Policy Statement: The Association has contracted with the Property Management Company to safely store all physical boxed records in an off-site, secure storage facility equipped with climate control and fire protection within Sarasota County. The Property Management Company also maintains digital or electronic records on their association management operating system. Additionally, the Association maintains certain electronic records in cloud storage through IONOS HiDrive. Certain original documents are stored in the Association's safety deposit box. The Association maintains a list of where they are stored.

Agendas, Minutes and Owner Notices for all board and members meetings are posted on the **pool cabana bulletin board**; the Association's designated posting location. They are also retained by the Property Management Company in the Association's official records and are available on Verona Reserve's website.

Members/Owners Access to Records:

Statutes guarantee access to the official records by all Association members/owners (or their authorized agent) for inspection of, or copying of, records within 10 business days of receipt of a written request submitted to the Property Management Company or Board of Directors.

As such the Association has established the following rules in order for members/owners to inspect Association records.

1. Association records are available for inspection at the offices of the Property Management Company, Monday through Thursday between the hours of 10:00 a.m. and 3:00 p.m.
2. Written requests must be specific and identify which record(s) the members/owners want to review and whether a copy will need to be made.
3. Members/owners requesting copies must pay for the cost of copying and for personnel to retrieve and copy the records if the time spent retrieving and copying the records exceeds one-half hour and if the personnel costs do not exceed \$20 per hour. Personnel costs may not be charged for records requests that result in the copying of 25 or fewer pages. The association may charge up to 25 cents per page for copies made of 26 pages or more on the association or management company's photocopier.
4. The Property Manager or Board of Directors must provide the requested record(s) electronically via the Internet or schedule a time and date within 10 business days after receipt of the written request to make the record(s) available for inspection by the members/owners.

Records Maintenance:

All physical and digital or electronic records in storage have been reviewed in accordance with legal and tax requirements.

VERONA RESERVE COMMUNITY ASSOCIATION, INC.

Association Records Policy

Digital or Electronic Records/IONOS HiDrive

- Other than website management information or documents to be permanently retained, archived electronic records that were previously posted on Verona Reserve's website are stored in folders by year.
- Folders and files scheduled to be purged are destroyed annually.
- Archived emails scheduled to be purged are permanently deleted each year.
- The President's password protected HiDrive account contains original word document versions of the Association's architectural guidelines, community rules, director manuals, forms, governing documents (articles of incorporation, bylaws, declaration, covenants and use restrictions), and operating policies for future revisions.

Physical Records

- Records are boxed and cataloged by year and are clearly marked as either permanently retained or with the destroy date.
- On an annual basis the Board shall ensure that the Property Management Company securely disposes of, or shreds box or boxes scheduled for destruction that year.

Property Management Company's Digital or Electronic Records

- Folders containing the Association's digital records are cataloged by year.
- Folders and files scheduled to be purged are permanently deleted annually, in accordance with Florida statutes and their company policy and procedures.