

**SECTION 23 PROPERTY OWNER'S ASSOCIATION, INC.  
MANAGEMENT POLICY**

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**RECORD RETENTION POLICY**

**Purpose:** The purpose of this record retention policy is to outline documents retained by the POA, along with the length of time, to ensure we are aligned with FL Statute 720.

**Scope:** This policy covers all POA documents that we are required to retain. Some of these documents must be available to property owners upon written request, and these records will be made available for inspection or photocopying within 10 business days after receipt by the Board, or the POA office, of this written request.

- Records will be open to inspection using a camera or other electronic device at no charge to property owners, during standard office hours.
- Records requested digitally will be emailed in a .pdf format at no charge to the property owner.
- Records request for a photocopy of less than 10 pages will be made available for mailing or pick-up at no charge to the property owner.
- Records request for a photocopy of 10 pages or more may be levied a fee of \$0.25 per page with the entire request limited to no more than 25 pages. In addition, pick-up would result in no extra charges other than photocopies. If the property owner requests mailing, the mailing cost will be charged to the property owner.
- Records request for a photocopy with more than 25 pages may require the POA to have copies made by an outside vendor and we will charge the cost of copying, as well as the mailing costs, to the property owner. If the property owner elects to pick up the copies, no additional mailing cost will be incurred.
- The following records shall not be accessible to property owners:
  - All records protected by lawyer-client privilege and any record protected by the work-product privilege, including, but not limited to, a records prepared by an association attorney which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the association and which was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings or which was prepared in anticipation of such litigation or proceedings until the conclusion of the litigation or proceeding.
  - POA personnel records.
  - Medical records of property owners/residents.
  - Property owners protected information such as social security numbers, driver license numbers, credit card numbers, email addresses, telephone numbers, etc.

**Retention Periods:**

| Document                                                                                                                                                                    | Retention Period                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Articles of Incorporation and any amendment                                                                                                                                 | Unlimited                                 |
| By-Laws and any amendment                                                                                                                                                   | Unlimited                                 |
| Deed Restrictions and record of all amendments                                                                                                                              | Unlimited                                 |
| POA Policies                                                                                                                                                                | 7 Years, and while in force               |
| Monthly Board Meeting Minutes                                                                                                                                               | 7 Years                                   |
| Membership Meetings                                                                                                                                                         | 7 Years                                   |
| Financial and Accounting records, including accurate, itemized and detailed records of all receipts and expenditures                                                        | 7 Years                                   |
| Audits, Tax Returns, Financial Statements and Financial Reports                                                                                                             | 7 Years                                   |
| Association Insurance Policies                                                                                                                                              | 7 Years                                   |
| Current roster of all property owners and both their property and mailing addresses*                                                                                        | 7 Years, and while still an owner         |
| All contracts to which Section 23 is a party, including any management agreement, lease, or other contract under which the Association has any obligation or responsibility | 7 Years                                   |
| Bids received for work to be performed                                                                                                                                      | 1 Year                                    |
| Copies of any plans/spec, permits and warranties related to common area construction improvements                                                                           | 7 Years                                   |
| Copy of the disclosure summary described in Section 720.401 as provided to the title company representing the purchaser.                                                    | 7 Years                                   |
| Ballots, sign-in sheets, voting proxies, and all other paper records relating to voting by property owners                                                                  | 1 Year after the date of election/meeting |
| All affirmative acknowledgements made pursuant to Section 720.3085 (delinquency notices delivery information)                                                               | 7 Years                                   |
| All other written records of the Association not specifically included in this subsection which are related to the operation of the Association                             | 7 Years                                   |

\*Indicates those records a property owner cannot request to view in any form.

**Disposal:** When these records have exceeded the retention period, they will be shredded.

**Adopted:** September 12, 2024, Board Meeting