

RIVENDELL UNIT 1 NEIGHBORHOOD ASSOCIATION, INC. RECORD RETENTION POLICY

PURPOSE: The Florida Statutes were updated in 2024 to require each homeowner association to adopt written record retention policies (see Section 720.303(4(c))). Prior to this update, the Florida Statutes already required—and continue to require—specified records to be maintained for specific periods of time. This policy reiterates Florida record retention requirements.

POLICY: Rivendell Unit 1 Neighborhood Association, Inc. (Association) shall maintain each of the following items, when applicable, for at least 7 years, unless the governing documents of the Association require a longer period of time, which constitute the official records of the Association:

1. 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.
2. A copy of the bylaws of the Association and of each amendment to the bylaws.
3. A copy of the articles of incorporation of the Association and of each amendment thereto.
4. A copy of the declaration of covenants and a copy of each amendment thereto.
5. A copy of the current rules of the homeowners' Association.
6. The minutes of all meetings of the board of directors and of the members.
7. A current roster of all members and their designated mailing addresses and parcel identifications. A member's designated mailing address is the member's property address, unless the member has sent written notice to the Association requesting that a different mailing address be used for all required notices. The Association shall also maintain the e-mail addresses and the facsimile numbers designated by members for receiving notice sent by electronic transmission of those members consenting to receive notice by electronic transmission. A member's e-mail address is the e-mail address the member provided when consenting in writing to receiving notice by electronic transmission, unless the member has sent written notice to the Association requesting that a different e-mail address be used for all required notices. The e-mail addresses and facsimile numbers provided by members to receive notice by electronic transmission must be removed from Association records when the member revokes consent to receive notice by electronic transmission. However, the Association is not liable for an erroneous disclosure of the e-mail address or the facsimile number for receiving electronic transmission of notices.
8. All of the Association's insurance policies or a copy thereof.
9. A current copy of all contracts to which the Association is a party, including, without limitation, any management agreement, lease, or other contract under which the Association has any obligation or responsibility. Bids received by the Association for work to be performed are considered official records and must be kept for a period of 1 year.
10. The financial and accounting records of the Association, kept according to good accounting practices. The financial and accounting records must include:
 - a. Accurate, itemized, and detailed records of all receipts and expenditures.
 - b. A current account and a periodic statement of the account for each member, designating the name and current address of each member who is obligated to pay assessments, the due date and amount of each

assessment or other charge against the member, the date and amount of each payment on the account, and the balance due.

c. All tax returns, financial statements, and financial reports of the Association.

d. Any other records that identify, measure, record, or communicate financial information.

11. A copy of the disclosure summary described in Florida Statute 720.401(1).

12. Ballots, sign-in sheets, voting proxies, and all other papers and electronic records relating to voting by parcel owners, which must be maintained for at least 1 year after the date of the election, vote, or meeting.

13. All affirmative acknowledgments made pursuant to Florida Statute 720.3085(3)(c)3.

14. All other written records of the Association not specifically included in this subsection which are related to the operation of the Association.