

KV
9/30/2024

Tallavana HOA Records Retention and Request Policy # 400

Purpose

- Defines the number of years the HOA retains specific types of documents and records.
- Defines the records' request process for Tallavana Homeowner's Association (HOA) members and the public in accordance with Chapter 720, F.S.

Administration

The HOA currently contracts with a community association manager (Executive Management Services) to manage and maintain its official records. The board oversees this contract and coordinates with the association manager to ensure the documents posted online are current and in compliance with the law. The attached table (Exhibit A) lists the document name and number of years it is required to be **retained by law or best practice if not specified in law**. The last column of the table contains hyperlinks from the mainpage of the current HOA website to many of the listed documents

Records Requests

Chapter 720, F.S. outlines the procedures and timeline for the public to access HOA records for inspection and obtain copies. EMS is our record repository and thus should be given final records and copies of our records. These records are identified in Exhibit A. Any HOA Record requests may be submitted by certified mail to our community association manager as outlined in law; however, our HOA responds to emailed requests as well. We must respond within 10 business days of request as required by Chapter 720, F.S. if the request is sent certified. The HOA or EMS may charge up to 25 cents per page. Some records are not accessible as defined in law as explained below.

Records Request Exclusion Clause

Chapter 720, F.S. also defines records and information not shared with the public, members or parcel owners. These include, but are not limited to, records protected by the lawyer-client privilege, personnel records, records with social security numbers, driver's license numbers, etc. This policy incorporates these exclusions by reference in Chapter 720, F.S.

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Exhibit A
Records List and Retention Schedule For
Lake Tallavana Official Records Schedule

Document or Record Name	Number of Years Retained	On HOA Website
Governing Documents		
Articles of Incorporation	In perpetuity	<u>Yes</u>
Covenants	In perpetuity	<u>Yes</u>
By Laws	In perpetuity	<u>Yes</u>
Current Policies and Rules	In perpetuity until updated	<u>Yes</u>
ACC procedures for review of application, denial, and fining	Current Only	In revision
Easements, court cases, etc.	In perpetuity	<u>Yes</u>
Important Legal Interpretations	In perpetuity	Yes
Administrative Documents		
Meeting Minutes	7 years	<u>Yes</u>
Meeting Agendas	7years	Yes
Roster of all members with addresses	7 years	Yes- electronic access limited to just HOA members as required by Chapter 720, F.S.
Administrative Documents - Continued		
Insurance Policies	7 years	Yes
Board Member Certifications	5 years	<u>Yes</u>
Record Retention Policy	In perpetuity until updated	Yes
Notice of Meetings	Current and immediate future meetings	<u>Yes</u>
Contracts		
Contract with Community Association Manager-EMS	1 year ⁱ	Yes
Water Testing Results (Lake Doctor)	1 year ⁱⁱ	Yes

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Document or Record Name	Number of Years Retained	On HOA Website
Financial Records		
Detailed records of all receipts and expenditures	7 years	No
Current account and periodic states of account for each member	7 years	No
Federal Tax returns and supporting documentation. (EMS contract)	7 years	No
Disclosure Summary	7 years	Yes
Annual Budget	7 years	<u>Yes</u>
Proposed Budget	7 years	Yes
Certificates of Deposit/Investments	7 years	No
Financial Audits	7 years	No
Financial Statements and supporting accounting information. (EMS contract)	7 years	<u>Yes</u>
Voting		
Ballots voting proxies	1 year after election	N/A
ACC		
ACC Approval Requests	7 years	No
Letters of Approval Issued	7 years	No
Letters of Denial Issued	7 years	No
Current Enforcement Fine Policy	Current Only	<u>Yes</u>

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Document or Record Name	Number of Years Retained	On HOA Website
Studies		
Fish Studies	In perpetuity	Yes
Communications		
None currently		
Other		
Copies Easements	In Perpetuity	See Mason Drive Ruling Others pending

Latest Date of Policy Promulgation or Revision: September 30, 2024

ⁱ As required by Chapter 720, F.S.

ⁱⁱ ibid