Haile Plantation West Association, Inc.

Professionally Managed by Leland Management
5220 SW 91st Terrace
Gainesville Fl 32608

RECORDS RETENTION POLICY

Purpose

This policy outlines how the Haile Plantation West (the "Association") regularly reviews, keeps, and disposes of documents related to its business activities. It applies to all types of records and provides guidelines on how long to keep specific documents and how to properly dispose of them. The goal is to comply with Florida Statute 720 and any other federal, state or local laws including changes to the same.

Official Records and Minimum Retention Timeframes

The 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. 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.

10. A copy of the disclosure summary described in s. 720.401(1).

11. 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.

12. All affirmative acknowledgments made pursuant to s. 720.3085(3)(c)3.

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

Official Records and Minimum Retention Timeframes

The association shall maintain each of the following items, when applicable, for at least 1 year, unless the governing documents of the association require a longer period of time, which constitute the official records of the association:

1) 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.

2) 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.

Disposal of Official Records

The Association's management company and Board of Directors are responsible for regularly identifying records that have reached their retention period and overseeing their destruction. Financial and personnel documents will be destroyed by shredding or deleting. Should there be an official investigation, or a lawsuit proposed or filed; no records will be disposed of or altered until the investigation or lawsuit is complete and the Board of Directors votes on the destruction of the documents related.

This Policy was duly adopted at a Board of Directors meeting of the Association held on December 12, 2024.

Signed: Frank G. Rossinelli
President