WOODMERE LAKES HOMEOWNER'S ASSOCIATION, INC.

RULES REGARDING RECORDS RETENTION

WHEREAS, WOODMERE LAKES HOMEOWNER'S ASSOCIATION, INC., a Florida not for profit corporation (herein, "Association") is a homeowner's association governed by Chapter 720, Florida Statutes; and

WHEREAS, Section 720.303(4)(c), Florida Statutes, requires the Association to adopt written rules governing the method or policy by which the Official Records of the Association are to be retained, and the time period such records must be maintained pursuant to s. 720.303(4)(a), Florida Statutes; and

WHEREAS, the Association's Board of Directors desires to adopt written rules governing the method or policy by which the Official Records of the Association are to be retained and the time period such records must be maintained pursuant to s. 720.303(4)(a), Florida Statutes; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Association hereby acknowledges and confirms that the recitals set forth above are true, correct, and accurate in all respects and are incorporated into this Resolution by reference. Be it resolved further by the Board of Directors of the Association that the following is adopted as an official rule of the Association governing the method or policy by which the Official Records of the Association are to be retained and the time period such records must be maintained pursuant to s. 720.303(4)(a), Florida Statutes.

I. **Official Records.** The Association shall maintain its Official Records in accordance with Section 720.303(4), Florida Statutes.

a. **Term of Record Maintenance Retention.** The Association shall maintain all Official Records for a period of at least seven (7) years.

b. **List of Official Records** to be maintained by the Association for at least seven (7) years, unless a different time period for maintenance is indicated otherwise below:

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 Woodmere Lakes Homeowner's Association, Inc. and each amendment thereto.

3. A copy of the Articles of Incorporation of Woodmere Lakes Homeowner's Association, Inc. and each amendment thereto.

4. A copy of the Declaration of Restrictions for Homesites at Woodmere Lakes and each amendment thereto.

5. A copy of the Rules and Regulations of the Association, including all Resolutions and the Architectural Review Committee Rules and Standards of Woodmere Lakes Homeowner's Association, Inc.

6. The Minutes of all Meetings of the Board of Directors and of the Members.

   i. At each meeting of the members, the Secretary or in the Secretary's absence or inability to act, any person appointed by the Chairmen of the meeting, shall act as Secretary at the meeting and the Secretary shall keep the minutes of the meeting and record in a minute book all resolutions adopted at the meeting as well as a record of all the transactions occurring at the meeting.

   ii. The minutes of all meetings of members shall be kept in a book available for inspection by a member or their authorized representative and Board members at any reasonable time. The Association shall retain these minutes for a period of not less than seven (7) years.

7. A current roster of all members and their designated mailing addresses and homesite identifications. The Secretary of the Association shall maintain a roster of the Members of the Association. Whenever any person or entity becomes entitled to membership in the Association, it shall become such party's duty and obligation to inform the Secretary in writing, giving such party's name, address, and Homesite number; provided, however, that any notice given to or vote accepted from the prior owner of such Homesite before receipt of written notification of change of ownership shall be deemed to be properly given or received. The Secretary may, but shall not be required to, search the Public Records of Sarasota County or make other inquiry to determine the status and correctness of the list of Members of the Association maintained by the Secretary and shall be entitled to rely upon the Association's records until notified in writing of any change in ownership. The following items related to the member roster shall be maintained by the Association for seven (7) years:

   i. 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.

   ii. 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.

   iii. 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.

iv. 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 shall be kept for a period of at least one (1) year.

10. The financial and accounting records of the Association, kept according to good accounting practices. The financial and accounting records must include:

    i. Accurate, itemized, and detailed records of all receipts and expenditures.

    ii. 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.

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

    iv. The Association's prepared and promulgated Annual Budget.

    v. An annual financial report that complies with the requirements of s. 720.303(7), Florida Statutes.

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

11. A copy of the disclosure summary described in s. 720.401(1), Florida Statutes.

12. Ballots, sign-in sheets, voting proxies, and all other papers and electronic records relating to voting by Members shall be maintained for at least one (1) year after the date of the election, vote, or meeting.

    - Pursuant to Article 2.8 of the Bylaws of Woodmere Lakes Homeowner's Association, Inc., as amended, any person with apparent authority asserting the right to vote on behalf of a Homesite owned by an artificial entity shall be conclusively presumed to be entitled to vote on behalf of said Homesite, **unless the Homesite has filed voting instructions with the**

Association designating some person entitled to vote. Voting certificates are not necessary but may be filed. Voting certificates will be maintained by the Association for seven (7) years as Official Records.

13. All affirmative acknowledgments made pursuant to s. 720.3085(3)(c)3, Florida Statutes.

14. All other written records of the Association not specifically included in this subsection which are related to the operation of Woodmere Lakes Homeowner's Association, Inc.

c. **Digitized Records.** Woodmere Lakes Homeowner's Association, Inc. may keep Official Records in a digitized format, provided that such records are backed up not less than quarterly during any calendar year.