

TURTLE ROCK RECORD RETENTION POLICY AS OF NOVEMBER 14, 2024

Objectives

- To abide by Florida statutes regulating record retention requirements for HOAs.
- To establish guidelines for retaining various records belonging to the Association.
- Establish protocols for making allowable records available to owners within 10 working days of a written request sent to the board or community manager.

It should be noted that Turtle Rock is not responsible for a homeowner's use or misuse of information if the request is made within the law. Further, owners are not permitted to see anything protected by attorney-client privilege, work product privileged documents (usually related to litigation), personnel records, passwords, electronic security measures, medical records of unit owners, anything that could lead to identify theft and a few other exceptions. In most cases, contact information, including emergency contact information, of residents is not available to homeowners on request.

Effective January 1, 2026, HOAs with 100 or more parcels must maintain a digital copy of specified official records for download on the association's website or through an application on a mobile device.

HOAs must provide a copy of records or otherwise make the records available that are subpoenaed by a law enforcement agency within 5 days of receiving a subpoena.

How record requests will be handled

The Community Manager (CAM) will have responsibility for handling all record requests. Requestors will complete, sign and submit a form of the documents requested. The request form shall be date-stamped upon receipt to start the 10-day requirement for the CAM to obtain and deliver electronic documents by email or make available paper documents for pickup by the requestor. Any paper documents will be charged the going rate that Staples charges for printing Black & White or Color pages. (As of 2024, Staples going rate was \$0.25 (25 cents) per black and white page and \$0.75 (75 cents) for each page with any amount of color. CAM will quote the price of paper documents and obtain signature agreement from requestor to pay for printed copies before they are produced. Individuals with disabilities who may need assistance in accessing records should contact the CAM for special accommodation to be reasonably made.

Record Title	Description	Retention Period
ACCOUNTING AND FINANCIALS		
Corporate history	History of the association, including archives and documents relating to its structure	Permanent
Business continuity	Disaster recovery plans, program to rebuild the vital information of the HOA	Permanent
Year-end financials	Financial statements and general ledger	Permanent
Accounts payable and accounts receivable		7 years
Banking	List of employees with authorization to make payments to vendors	7 years
Capital property	Proper approvals, project specifics, and purchase or sale of capital assets	7 years
Chart of accounts		7 years
Financial audits		7 years
Financial reporting	Financial reports prepared monthly, quarterly, or in the interim that are not year-end reports	7 years
Financing - internal	Loan/financing agreements, promissory notes, debentures, instruments evidencing security interests, guarantees, etc.	7 years
Budgets		7 years
Investments	Purchase information, assessments, evaluations, and reports of returns	7 years
Policies and procedures		3 years

PROPERTY MANAGEMENT		
Board of directors	Records of board resolutions and actions	Permanent
Drawings/blueprints	Facility design records	Permanent
Formation	Articles of Incorporation, certificates of formation	Permanent
Governance declarations	Bylaws, rules, easements, etc.	Permanent
Meetings and votes	Minutes, notices, voting records, proxies, and actions	Permanent
Attorney Correspondence	Consultations Attorney, including proceedings, affidavits, judgments, etc.	Permanent
Insurance claims files	Working files of details of insurance claims maintained by a third party or internally	7 years
Rosters – owner contact information		7 years
Unit owner relations	Communications with unit owners	7 years
ARC Decisions	Owner ARC applications and approvals	Permanent
Workers compensation carrier policies	Policies, invoices, and addenda	7 years following termination
Contracts/agreements		6 years
Key sign out	Requests for keys, locks, and fobs; staff authorizations	6 years
Legislative, regulatory, and association issues	Information on legislative, regulatory, and association issues	6 years
Privacy/security management	Security policies and other security-related documents	6 years
Public relations	Ads, civic organizations, charitable contributions	6 years
Approval requests	Requests for approval for funds allocated to pay expenses	3 years
Government relations	Communications with governmental bodies and agencies	3 years

HUMAN RESOURCES		
Hazardous exposure	Records and medical surveillance documenting the exposure of employee/s to hazardous substances	30 years
Worker's compensation	Structure of program, compliance, requirements, and reporting	10 years after final payment
Benefits	Records of 401K program structure, staff contributions, and payouts	6 years after filing of plan or 1 year after termination
Employee compensation	Records supporting all forms of compensation to employees	6 years after filing of plan or 1 year after termination
Accident/injury/incident reports and logs	Records detailing job-related accidents, incidents, and injuries, vehicle accidents, etc.	5 years
Unemployment compensation	Program structure, reporting, and compliance requirements for unemployment compensation	4 years after tax is due or paid
Employee files	Personnel files, including evaluations, resumes or applications, resignation letters, termination letters, etc.	3 years
Compensation surveys	Survey vendor products referenced in the creation of pay ranges and merit budgets	2 years
Job and association safety observations	Records of potential safety hazards	2 years
Americans With Disabilities Act	Records documenting reasonable accommodations for disabilities in compliance with the ADA	Effective period plus 1 year after termination of plan

MISCELLANEOUS		
Tax returns	Federal income tax returns, audit reports, and state income tax returns (if applicable)	Tax year plus 10 years
IT security	Records of facilitated risk analyses, audits, and reviews of automated systems; plans to preserve security; confidentiality and availability records	6 years
Software	Programs, code, and supporting documentation for applications licensed by the HOA	6 years
System backup	Backup records of inventories, schedules, logs, and other documents relevant to data preservation and software used to restore functionality of system in the event of a failure	6 years
Employment taxation	Federal employment tax returns and audit reports	Tax year plus 4 years
Local property taxation	Personal property tax returns and audit reports	Tax year plus 4 years

TURTLE ROCK COMMUNITY ASSOCIATION, INC.

REQUEST FOR OFFICIAL DOCUMENTS

- The Community Manager is responsible for fulfilling all requests for documents.
- Request for records should be made via the form below – and submitted via email or in person to the Community Manager.
- Once received, the Community Manager has 10 days to obtain the records and distribute them to the requestor (either via email if electronic, or in person if paper).
- If there is difficulty obtaining the files, the Community Manager must notify the Board President who will speak with the requestor.
- Individuals with Disabilities may make an appointment with the Community Manger to request records if assistance is needed.
- The community manager will maintain a Log (see attached) of all requests recd (by date), and log when the records are provided. If records are paper – then the Community manager will also record when the records were returned.
- A resident is allowed to view records for no longer than one week.
- Residents may not see any documents involving private consultation with an attorney of the community

Date requested: _____

Type / Name of Record requested (*PLEASE Provide a full description of documents and time period requested*):

Requestor's Contact Information

First Name **Last Name**

Local Address

City, State, Zip

Phone Number

Mailing Address (if different from Local Address)

For special assistance, CAM may be contacted at: OFFICE: 941-921-3865

OFFICE USE:

Date Request Received: _____ **Date Delivered:** _____

By Email _____ **By Regular Mail** _____ **By Requestor Pickup** _____

Other Comments/Delivery Method: Specify _____