



## **Records Retention and Inspection Policy**

**Official Records:** The records available for inspection and copying by a Member are those designated by the Florida Statute 720.303 (4) as amended from time to time.

- Records not available for inspection are those designated by Florida Statute 720.305 (5) (g.) 1-9

**Records Retention:** Official Records of the Association will be maintained for seven (7) years. After seven (7) years all records will be destroyed. The records maintained by the Association will be stored and preserved by the Association's management company in the format that such records are kept in the ordinary course of business.

**Person Entitled to Inspect or Copy:** Every Member shall have the right to inspect and copy the Association's records in compliance with the rules and procedures contained in this policy. A Member may authorize, in writing, a representative to conduct the inspection or request copies on the Member's behalf.

**Written Request Required:** Requests by a Member of the Association to inspect official records or obtain copies of such records shall be in writing and shall be sent by certified mail, return receipt requested, to the Association's management firm's mailing address. Any communications sent by email to management or the Board of Directors are not deemed to be received by the Association. Communications sent by email or U.S. Mail to the individual homes of Directors or Officers are not deemed to be received by the Association.

**Request Contents:** Each request must include an address and telephone number where the Member may be contacted. An email address is also recommended. The request must state in detail the specific records the Member wishes to inspect or copy. Inspection and copying of records shall be limited to those records specifically noted, in advance, in the written request. Official records will not be researched. For example, a request to "provide the electric bills for the five most expensive months during the past four years" would not be acceptable. A request to "provide access to all electric bills for the past four years" would be acceptable.

**Inspection Rules:** All inspections will take place at the Association's management firm's office, located within forty-five (45) miles from the community. Inspection hours are Monday through Friday from 9:00am to 5:00pm, except on management firm recognized holidays.

- The inspection session is limited to the Association's management's normal office operating hours.
- The inspection shall not exceed an eight (8) hour business day per month.
- The inspection shall be under the supervision of the management team to monitor.
- No Member shall remove original records from the location where the inspection is taking place.
- Members shall not alter the records in any way. Marks may not be made on any records and the records sequence shall not be altered.
- The maximum number of Members present during the inspection shall not exceed two (2).
- In the event the conduct of a Member during the records inspection becomes disruptive or otherwise inappropriate for the location of the inspection, the inspection may be terminated at the discretion of the Association or its agent.
- Neither the Association or its agent will be required to interpret any document found within the Official Records and need not answer any questions for a Member during the course of the inspection.

**Inspection Fees:** Per Florida Statute 720.305 (5) (g.) The Association may impose fees to cover the cost of providing copies of the official records, including the cost of copying and the cost required for personnel to retrieve and copy the records if the time spent retrieving and copying the records exceeds one-half hours and if the personnel costs do not exceed \$20 per hour. Personnel costs may not be charged for records requests that result in copying of 25 or fewer pages. The Association may charge up to 25 cents per page for copies made on the management firm's copiers. If the association does not have a copy machine available where the records are kept, or if the records requested to be copied exceed 25 pages in length, the association may have copies made by an outside service and may charge the actual cost of copying, as supported by the service's invoice. The use of a Member's handheld electronic devices for photos of records is permitted.




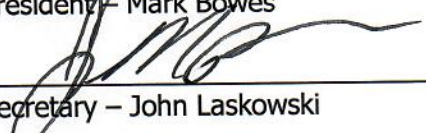
Aberdeen Creek  
Homeowners Association, Inc.

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This policy was adopted on \_\_\_\_\_, at a duly called meeting of the Board of Directors of Aberdeen Creek Homeowners Association, Inc. at which a quorum was present.

  
\_\_\_\_\_  
President - Mark Bowes

  
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Secretary - John Laskowski

Date 2/19/2025

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