

OFFICIAL RECORDS POLICY

APPROVED: 12/13/24

LakeRidge Falls Community Association Inc policy governing the method by which official records of the association are to be retained and the time period such records are to be retained shall be as follow:

LakeRidge Falls shall maintain each of the following items for at least 7 years:

- Copies of plans, specifications, permits, and warranties related to improvements constructed on the common areas or other property that the association is obligated to maintain, repair, and/or replace.
- Copies of the Association declaration of covenants, articles of incorporation, bylaws, rules & regulations, and copies of all their amendments thereto.
- Copies of the minutes of all meetings of the board of directors and committees.
- A roster of all members and residents and their designated mailing addresses, parcel identifications, and ages.
- All occupancy and lease applications.
- The association's insurance policies.
- Copies of contracts to which the association is a party
- All financial and accounting records of the association.
- 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.

LakeRidge Falls shall maintain each of the following items for at least one year:

- Copies of bids the Association may have received.

Costs associated with copying and retrieving records may apply in accordance with Florida Statute 720.303.

