

MYRTLE TRACE CONDOMINIUM ASSOCIATION
213 Southampton Drive
Venice, Florida 34293
POLICY - ASSOCIATION FILES

Overview

The Secretary and the Treasurer will maintain Association files as required by FL Statutes and as directed by the Board. These files will be kept in a locked file cabinet within the Association Clubhouse.

File Content

The Association Files will consist of:

- All official records and documents as stipulated in FL Statutes
- Records and documents as stipulated by the Board

The 6 file cabinets will be labeled as follows:

- F1 – Financials (accessible by all Directors and Treasurer)
- F2 – Financials (accessible by all Directors and Treasurer)
- F3 – Owner Files (accessible by all Directors)
- F4 – Contracts & “Other” (accessible by all Directors)
- F5 – Storage Cabinet with Board equipment (accessible by All Directors & Maintenance Person 1)
- F6 – Legal; official minute books; old archive books (accessible by President & Secretary)

Note: See Addendum 1 and Addendum 2 of this policy for a list of Association and financial records required and for the length of time they are to be kept.

File Access

Association files are available for review by Unit Owners or authorized representatives of Unit Owners in accordance with FL Statute and the Association’s Policy for Viewing Files.

A unit owner or authorized representative may make copies of the Association File contents by using a portable electronic device at no cost or may request copies be made of the contents of the Association File and delivered to the unit owner home address or the authorized representative for a cost of \$.25 per 8.5 x 11 page, due in advance of copying, plus postage.

Record of Viewings

A log book will be maintained by the Secretary identifying which files were viewed, by whom stating if copies were taken / provided. The Board member supervising the file review will sign and date the log.

Addendum 1 - Treasurer's Records

Financial records to be maintained by the Treasurer, according to FS 718.111 (12)(a):

[Item numbering is from the Statute.]

11. Accounting records for the Association . . . All accounting records must be maintained for at least 7 years. . . The accounting records must include, but are not limited to:

- a. Accurate, itemized, and detailed records of all receipts and expenditures.
- b. A current account and a monthly, bimonthly, or quarterly statement of the account for each unit designating the name of the unit owner, the due date and amount of each assessment, the amount paid on the account, and the balance due.
- c. All audits, reviews, accounting statements, and financial reports of the association or condominium.
- d. All contracts for work to be performed. Bids for work to be performed are also considered official records and must be maintained by the Association.

Addendum 2 - Secretary's Records

The official records of the Association which are the responsibility of the Secretary are defined by FS 718.111 (12) (a): [Note that many of these are included in the Myrtle Trace Manual]

1. A copy of the plans, permits, warranties, and other items provided by the developer pursuant to s. 718.301(4).
2. A photocopy of the recorded declaration of condominium of each condominium operated by the association and each amendment to each declaration.
3. A photocopy of the recorded bylaws of the association and each amendment to the bylaws.
4. A certified copy of the articles of incorporation of the association, or other documents creating the association, and each amendment thereto.
5. A copy of the current rules of the association.

6. A book or books that contain the minutes of all meetings of the association, the board of administration, and the unit owners, which minutes must be retained for at least 7 years.

7. A current roster of all unit owners and their mailing addresses, unit identifications, voting certifications, and, if known, telephone numbers. The association shall also maintain the electronic mailing addresses and facsimile numbers of unit owners consenting to receive notice by electronic transmission.

8. All current insurance policies of the association and condominium.

9. A current copy of any management agreement, lease, or other contract to which the association is a party or under which the association or the unit owners have an obligation or responsibility.

10. Bills of sale or transfer for all property owned by the association.

11. See Addendum 1 Treasurer

12. Ballots, sign-in sheets, voting proxies, and all other papers relating to voting by unit owners, which must be maintained for 1 year from the date of the election, vote, or meeting to which the document relates, notwithstanding paragraph (b).

13. All rental records if the association is acting as agent for the rental of condominium units. This does not apply to MTCA

14. A copy of the current question and answer sheet as described in s. 718.504. (FAQ)

15. All other records of the association, including those as directed by the Board, that are not specifically included in the foregoing which are related to the operation of the association.