

September 16, 2024

Records Retained

Per the 2024 change to FL statute 720.303 (b) 4. (4) that states every association shall adopt written rules governing the records retained, the following rule was adopted by the board.

The following records are retained in paper and digital form by the Huntington at Tampa Palms Homeowners Association, Inc. and are available of owner inspection upon request. Further the governing documents and rules are also available online at <https://tpoa.net/HuntingtonatTampaPalms.html>.

Huntington at Tampa Palms Homeowners Association, Inc. (Huntington) shall maintain each of the following items, when applicable for at least 7 years, with the exception of bids and proxies which are retained for one year:

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 the association and of each amendment to the bylaws.
3. A copy of the articles of incorporation of the association and of each amendment thereto.
4. A copy of the declaration of covenants and a copy of each amendment thereto.
5. A copy of the current rules of the homeowners' association.
6. The minutes of all meetings of the board of directors and of the members.
7. A current roster of all members and their designated mailing addresses and parcel identifications. 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.
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 must be kept for a period of 1 year.
10. The financial and accounting records of the association, kept according to good accounting practices. The financial and accounting records must include:
 - a. Accurate, itemized, and detailed records of all receipts and expenditures.
 - b. A current account and a periodic statement of the account for each member.
 - c. All tax returns, financial statements, and financial reports of the association.
 - d. Any other records that identify, measure, record, or communicate financial information.
11. A copy of the disclosure summary described in s. 720.401(1).
12. 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.
13. All affirmative acknowledgments made pursuant to s. 720.3085(3)(c)3. [Acknowledgement that the association will change its method of delivery of the invoice for assessments or the statement of the account before the association may change the method of delivering an invoice for assessments or the statement of account.]
14. All other written records of the association not specifically included in this subsection which are related to the operation of the association.