

RESOLUTION 2024-1

**A RESOLUTION OF PINEY-Z HOMEOWNERS ASSOCIATION, INC.,
(PZHOA)**


Retention of Official Records

WHEREAS, Section 720.303(4)(c), Florida Statutes (2024), provides that the association (PZHOA) shall adopt written rules governing the method or policy by which the official records of the association are to be retained and the time period such records must be retained; and

WHEREAS, the board desires to retain the PZHOA official records listed on Attachment 1 to this resolution through its property management company and posting on its website, as applicable.


NOW, THEREFORE, BE IT RESOLVED that the PZHOA will retain the official records listed on Attachment 1 to this resolution for the time period and in the manner specified in the document.

AS ADOPTED ON THIS 27TH DAY OF AUGUST 2024 BY THE PZHOA BOARD OF DIRECTORS.



Michael J. Gomez, Piney-Z HOA President

ATTEST:



Edwin DeBardleben, Piney-Z HOA Secretary

Attachment 1
Resolution 2024-1

PZHOA Official Records to be Maintained for at Least 7 Years by the Property Management Company Unless Stated Otherwise

1. Copies of any plans, specifications, permits, and warranties related to improvements constructed on the common areas or other property that the HOA is obligated to maintain, repair, or replace.
2. A copy of the bylaws and each amendment thereto. *
3. A copy of the articles of incorporation and each amendment thereto. *
4. A copy of the declaration of covenants and each amendment thereto. *
5. A copy of the current rules of the HOA. *
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 identification. The HOA shall also maintain the email addresses and the facsimile numbers designated by members for receiving notice sent by electronic transmission of those members consenting to receive notice by electronic transmission.
8. All of the HOA's insurance policies or a copy thereof. *
9. A current copy of all contracts to which the HOA is a party, including, without limitation, any management agreement, lease, or other contract under which the HOA has any obligation or responsibility. Bids received by the HOA 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 HOA, 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, designating the name and current address of each member who is obligated to pay assessments, the due date and amount of each assessment or other charge against the member, the date and amount of each payment on the account, and the balance due.
 - c. All tax returns, financial statements, and financial reports of the HOA.
 - d. Any other records that identify, measure, record, or communicate financial information.
11. A copy of the disclosure summary (purchaser of property) described in s.720.401(1), FS.
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 acknowledgements to change the method of the delivery of the invoice of assessments / statement of accounts.

14. All other written records of the HOA not specifically included above but related to the operation of the HOA.
15. The annual budget and any proposed budget to be considered at the annual meeting. *
16. The financial report and any monthly income or expense statement to be considered at a meeting. *
17. The certification of each director as required by s.720.3033(1)(a). *
18. All contracts or transactions between the HOA and any director, officer, corporation, firm, or association that is not an affiliated HOA or any other entity in which a director of the HOA is also a director or an officer and has a financial interest. *
19. Any contract or document regarding a conflict of interest or possible conflict of interest. *
20. Notice of any scheduled meeting of members and the agenda for the meeting at least **14** days before such meeting. The notice must be posted in plain view on the homepage of the website, or on a separate subpage of the website labeled **"Notices"** which is conspicuously visible and linked from the homepage. The HOA shall also post on its website any document to be considered and voted on by the members during the meeting or any document listed on the meeting agenda at least **7** days before the meeting at which such document or information within the document will be considered. *
21. Notice of any board meeting, the agenda, and any other document required for such a meeting. *

***By January 1, 2025, PZHOA must post these documents on its website.**

Also, upon written request by a parcel owner, PZHOA must provide the parcel owner with a username and password and access to the protected sections of its website which contain the official documents of PZHOA.