



Board Policy
Subject: Records Retention
Adopted November 30, 2011

WHEREAS Section 720.303(5)(c), Florida Statutes, provides that an association may adopt reasonable written rules governing the frequency, time, location, notice, records to be inspected, and manner of inspections, provided such rules do not limit a parcel owner's right to inspect records to less than one 8-hour business day month; and

WHEREAS, the Board of Directors of Julington Creek Plantation Property Owners' Association, Inc. desires to adopt such reasonable written rules as allowed by the statute; therefore,

BE IT RESOLVED, that the Board of Directors of Julington Creek Plantation Property Owners' Association, Inc. shall adopt rules governing inspection and copying of the official records of the association as follows:

1. *Within ten business days after receipt of a written request from a member, the official records of the association shall be made available for inspection by that member, or their authorized agent, on a specified Wednesday morning from 8:30 a.m. to 10:30 a.m. at the offices of MAY Management Services, Inc., 1637 Race Track Road, Suite 206, St Johns, Florida 32259, or such other place as designated in writing by the Board of Directors from time to time.*
2. *If, instead of access to inspect the official records, a member makes a written request for the production of certain specified documents, an estimate of reasonable charge for research, assembly, and copies will be provided to the member within ten business days after receipt of the request and, after payment by the member of a deposit in the amount of the estimated charges, the requested copies will be made. At the time of copies are provided to the member, an accounting of the actual charges for research, assembly, and copies will also be provided and, if the amount is greater or less than the amount of the deposit, at that time either the member must pay any charge in excess of the deposit or any excess deposit will be refunded to the member.*



JCP POA Records Retention Policy

Julington Creek Plantation Property Owners Association hereby adopts the following Records Retention Policy, and directs its community association management firm to implement same.

1. Records shall be maintained as required by Florida law, and the governing documents of this Association. As permitted by law, electronic images may be maintained in lieu of paper copies.
2. Except for records, determined by the community association manager for the Association, to be necessary for the proper operation of the Association, all records shall be destroyed, when the time that such records must be retained, under Florida law, has expired. Records which are not required, under Florida law, to be retained for any specified period of time, shall be destroyed at such time as the community association manager reasonably determines that such records are no longer needed for the operation of the Association.
3. Drafts, and correspondence which are not, in the reasonable opinion of the community association manager, necessary for the operation of the Association, shall not be retained, except as specifically required by Florida law.
4. Records which, under Florida law, are not available for inspection by members of the Association, shall be maintained in a manner which protects the confidential nature of such records. At such time as any such records are no longer confidential, according to Florida law, the records shall be kept and destroyed in accordance with the standard record retention policy.
5. If records are kept in an electronically available format only, the community association manager, shall provide a means for reasonable inspection by members of the Association, at the offices adjacent to or within the community. Such records shall not be posted on the internet, or otherwise be made available to the public at large.
6. The governing documents for the Association, and all amendments, shall be perpetually maintained. Records evidencing architectural approvals for improvements on property within the community shall be maintained perpetually, provided that, only the documents reasonably necessary to establish which improvements have been authorized by the architectural control committee shall be retained.
7. No notice need be given, prior to any destruction of documents accomplished in accordance with the above policy. Notwithstanding, in the event of legal proceedings, and as directed by the attorney for the Association, no documents germane to the legal proceedings shall be destroyed, until conclusion of such legal proceedings, or as authorized by the Association's attorney.