



Unparalleled Property Services

Official Records Checklist		
Condominium and Homeowners Associations		
YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	(i) 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.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) A copy of the bylaws of the Association and of each amendment to the bylaws.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) A copy of the articles of incorporation of the Association and of each amendment thereto.
<input type="checkbox"/>	<input type="checkbox"/>	(iv) A copy of the declaration of covenants and a copy of each amendment thereto.
<input type="checkbox"/>	<input type="checkbox"/>	(v) A copy of the current rules of the homeowners' association.
<input type="checkbox"/>	<input type="checkbox"/>	(vi) The minutes of all meetings of the board of directors and of the members.
<input type="checkbox"/>	<input type="checkbox"/>	(vii) 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. The Association shall also maintain the e-mail 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. A member's e-mail address is the e-mail address the member provided when consenting, in writing, to receive notice by electronic transmission, unless the member has sent written notice to the Association requesting that a different e-mail address be used for all required notices. The e-mail addresses and facsimile numbers provided by members to receive notice by electronic transmission must be removed from Association records when the member revokes consent to receive notice by electronic transmission. However, the Association is not liable for an erroneous disclosure of the e-mail address or the facsimile number for receiving electronic transmission of notices.
<input type="checkbox"/>	<input type="checkbox"/>	(viii) All of the Association's insurance policies or a copy thereof.
<input type="checkbox"/>	<input type="checkbox"/>	(ix) 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.
<input type="checkbox"/>	<input type="checkbox"/>	(x) Bids received by the Association for work to be performed must also be considered official records and must be kept for a period of one (1) year.
<input type="checkbox"/>	<input type="checkbox"/>	(xi) The financial and accounting records of the Association, kept according to good accounting practices. The financial and accounting records must include accurate, itemized, and detailed records of all receipts and expenditures.
<input type="checkbox"/>	<input type="checkbox"/>	(xii) 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.
<input type="checkbox"/>	<input type="checkbox"/>	(xiii) All tax returns, financial statements, and financial reports of the Association.
<input type="checkbox"/>	<input type="checkbox"/>	(xiv) Any other records that identify, measure, record, or communicate financial information.
<input type="checkbox"/>	<input type="checkbox"/>	(xv) A copy of the disclosure summary described in Section 720.401(1), Florida Statutes.
<input type="checkbox"/>	<input type="checkbox"/>	(xvi) 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 one (1) year after the date of the election, vote, or meeting.
<input type="checkbox"/>	<input type="checkbox"/>	(xvii) All affirmative acknowledgments made pursuant to Section 720.3085(3)(c)3, Florida Statutes. (how assessment delinquency notices are delivered)
<input type="checkbox"/>	<input type="checkbox"/>	(xviii) All other written records of the Association not specifically included in this subsection which are related to the operation of the Association.

This list is meant to be used as a guide only. As always, we recommend that you review with your attorney the specific requirements of the Florida Statutes as they pertain to your association.

Approving RD Name