



Unparalleled Property Services

Website Compliance Checklist - HOA		
YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	The articles of incorporation of the association and each amendment thereto.
<input type="checkbox"/>	<input type="checkbox"/>	The recorded bylaws of the association and each amendment thereto.
<input type="checkbox"/>	<input type="checkbox"/>	The declaration of covenants and a copy of each amendment thereto.
<input type="checkbox"/>	<input type="checkbox"/>	The current rules of the association.
<input type="checkbox"/>	<input type="checkbox"/>	A list of all current executory contracts or documents to which the association is a party or under which the association or the parcel owners have an obligation or responsibility and, after bidding for the related materials, equipment, or services has closed, a list of bids received by the association within the past year.
<input type="checkbox"/>	<input type="checkbox"/>	The annual budget required by subsection (6) and any proposed budget to be considered at the annual meeting.
<input type="checkbox"/>	<input type="checkbox"/>	The financial report required by subsection (7) and any monthly income or expense statement to be considered at a meeting.
<input type="checkbox"/>	<input type="checkbox"/>	The association's current insurance policies.
<input type="checkbox"/>	<input type="checkbox"/>	The certification of each director as required by s.720.3033(1)(a).
<input type="checkbox"/>	<input type="checkbox"/>	All contracts or transactions between the association and any director, officer, corporation, firm, or association that is not an affiliated homeowners' association or any other entity in which a director of an association is also a director or an officer and has a financial interest.
<input type="checkbox"/>	<input type="checkbox"/>	Any contract or document regarding a conflict of interest or possible conflict of interest as provided in ss.468.436(2)(b)6. and 720.3033(2).
<input type="checkbox"/>	<input type="checkbox"/>	Notice of any scheduled meeting of members and the agenda for the meeting, as required by s. 720.306, at least 14 days before such meeting. The notice must be posted in plain view on the homepage of the website or application, or on a separate subpage of the website or application labeled "Notices" which is conspicuously visible and linked from the homepage. The association shall also post on its website or application 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.
<input type="checkbox"/>	<input type="checkbox"/>	Notice of any board meeting, the agenda, and any other document required for such meeting as required by subsection
<input type="checkbox"/>	<input type="checkbox"/>	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 maintained
<input type="checkbox"/>	<input type="checkbox"/>	The name and contact information for each community association manager or representative of a community association management firm assigned to the homeowners' association, the manager's or representative's hours of availability, and a summary of the duties for the manager or representative is responsible. The community association manager or community association management firm shall update the homeowners' association and its members within 14 business days after any change to such information.

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