



Unparalleled Property Services

Website Compliance Checklist - Condominiums

YES	N/A	<u>Reference 718.111(12)(g)(2)</u>
<input type="checkbox"/>	<input type="checkbox"/>	The recorded declaration of condominium of each condominium operated by the association and each amendment to each declaration.
<input type="checkbox"/>	<input type="checkbox"/>	The recorded bylaws of the association and each amendment to the bylaws.
<input type="checkbox"/>	<input type="checkbox"/>	The articles of incorporation of the association, or other documents creating the association, and each amendment to the articles of incorporation or other documents. The copy posted pursuant to this sub-subparagraph must be a copy of the articles of incorporation filed with the Department of State.
<input type="checkbox"/>	<input type="checkbox"/>	The current rules of the association.
<input type="checkbox"/>	<input type="checkbox"/>	A list of all executory contracts or documents to which the association is a party or under which the association or the unit 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. Summaries of bids for materials, equipment, or services which exceed \$500 must be maintained on the website or application for 1 year. In lieu of summaries, complete copies of the bids may be posted.
<input type="checkbox"/>	<input type="checkbox"/>	The annual budget required by s. 718.112(2)(f) and any proposed budget to be considered at the annual meeting.
<input type="checkbox"/>	<input type="checkbox"/>	The financial report required by subsection (13) and any monthly income or expense statement to be considered at a meeting.
<input type="checkbox"/>	<input type="checkbox"/>	The certification of each director required by s. 718.112(2)(d)4.b.
<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 condominium association or any other entity in which an association director is also a director or officer and financially interested
<input type="checkbox"/>	<input type="checkbox"/>	Any contract or document regarding a conflict of interest or possible conflict of interest as provided in ss. 468.4335, 468.436(2)(b)6., and 718.3027(3).
<input type="checkbox"/>	<input type="checkbox"/>	The notice of any unit owner meeting and the agenda for the meeting, as required by s. 718.112(2)(d)3., no later than 14 days before the meeting. The notice must be posted in plain view on the front page 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 front page. The association must also post on its website or application any document to be considered and voted on by the owners during the meeting or any document listed on the agenda at least 7 days before the meeting at which the document or the 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 the meeting as required by s. 718.112(2)(c), which must be posted no later than the date required for notice under s. 718.112(2)(c).
<input type="checkbox"/>	<input type="checkbox"/>	The inspection reports described in ss. 553.899 and 718.301(4)(p) and any other inspection report relating to a structural or life safety inspection of condominium property.
<input type="checkbox"/>	<input type="checkbox"/>	The association's most recent structural integrity reserve study, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all building permits issued for ongoing or planned construction.

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