

<u>Official Association Documents</u>	<u>F.S. 718</u>	<u>F.S. 719</u>	<u>F.S. 720</u>
	<u>Condominiums</u>	<u>Co-operatives</u>	<u>Homeowners Associations</u>
			<u>Associations</u>
<u>DEVELOPER DOCUMENTS</u>			
Any Plans, Permits, warranties, and other items provided by the developer to the Association	Y 718.301(4)	Y 719.301(4)	Y
<u>ASSOCIATION DOCUMENTS</u>			
Copy of the Cooperative Documents		Y	
Copy of the Declaration of Condominium and each amendment there to	Y		
Copy of the Declaration of Covenants and each amendment thereto			Y
<u>CORPORATE DOCUMENTS</u>			
<u>Certified</u> copy of the Articles of Incorporation of the Association , or other documents creating the Association and each amendment thereto	Y		
Copy of the Articles of Incorporation of the Association and each amendment thereto			Y
<u>BYLAWS</u>			
Copy of the bylaws of the Association and each amendment thereto	Y		Y
<u>RULES AND REGULATIONS</u>			
Copy of the current Rules of the Association	Y	Y	Y
<u>MINUTES OF MEETINGS</u>			
Book of Minutes of ALL meetings of the Board of Directors AND unit owners which MUST be retained for 7 years	Y	Y	Y
<u>INSURANCE DOCUMENTS</u>			
All current Insurance Policies of the Association AND condominiums operated by the Association	Y		
All current Insurance Policies of the Association , which must be retained for at least 7 years			Y
All current Insurance Policies of the Association		Y	
<u>MANAGEMENT AGREEMENTS</u>			
A Current copy of any management agreement, lease, or other contract to which the association is a party or under which association or the unit owners have an obligation or responsibility	Y	Y	Y

<u>OWNERS ROSTER</u>			
A Current roster of all unit owners and their mailing addresses, unit identifications,(parcel identifications) voting certifications (if any), and if known, telephone numbers. The Association shall also maintain the electronic mailing addresses and the numbers designated by unit owners for receiving notice sent by electronic transmission of those unit owners consenting to receive notice by electronic transmission. The electronic mailing addresses and numbers provided by unit owners to receive notice by electronic transmission shall be removed from association records when consent to receive notice by electronic transmission is revoked. However, the Association is not liable for an erroneous disclosure of the electronic mail address or the number for receiving electronic transmission of notices.	Y	Y	Y
<u>ACCOUNTING RECORDS</u>			
Bills of Sale or transfer for all property owned by the association	Y	Y	
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. 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 year.	Y Bids must also be kept, but no limitation is specified	Y	Y
All Audits, reviews, tax returns, financial statements, and financial reports of the association	Y	Y	Y
A current account and periodic (monthly, bi-monthly, or quarterly) statement of the account for each member designating the name of the unit owner, the due date, and amount of each assessment, the amount paid on the account and the balance due	Y	Y	Y
An accurate, itemized, and detailed records of all receipts and expenditure of the Association	Y	Y	Y
All Accounting records must be kept for a period of 7 years	Y	Y	Y
Any person who knowingly or intentionally defaces or destroys accounting records required to be maintained by this chapter, or who knowingly or intentionally fails to create or maintain accounting records required to be maintained by this chapter, is personally subject to a civil penalty pursuant to s. 718.501(1)(d).	Y		
All Employee I-9 forms readily available for inspection	Y	Y	Y
All employee applications for 7 years	Y	Y	Y

All Payroll Tax Returns, Employee Payroll Records	Y	Y	Y
<u>Other Documents</u>			
Ballots, sign-in sheets, voting proxies, and all other papers relating to voting by unit owners, which shall be maintained for a period of 1 year after the date of the election, vote, or meeting to which the documents relates.	Y	Y	
All rental records where the Association is acting as agent for the rental of units.	Y	Y	
A copy of the current question and answer sheet as described in the appropriate statute	Y 718.504	Y 719.504	Y 720.401(1)
All other records of the association not specifically included which are related to the operation of the association	Y	Y	Y
All Property Appraisals, and Reserve Studies	Y	Y	Y