

## **WINDOVER FARMS COMMUNITY ASSOCIATION INC. RECORDS RETENTION AND MEMBER ACCESS TO SUCH RECORDS**

Windover Farms Community Association will retain the official written records, or electronic versions of same, as listed in Florida Statute 720.303(4)(a) 1 through 14, for a period of seven years after which they will be destroyed. Records not listed in the cited statute will be retained for two years after which they will be destroyed. Such records will be maintained in the secured files located in the office of the Association located at Long Lake Recreation Area.

Members may inspect Association records by submitting a written request addressed to Board of Directors, PO Box 658, Titusville, FL 32781. Requests may also be submitted via e-mail to [windoverfarmshoatitusville@gmail.com](mailto:windoverfarmshoatitusville@gmail.com). Such requests may only be made by lot owners and must contain the requestors name and lot number and a general description of the records being requested. Copying of requested records is governed by Florida Statute 720.303(5) and it is the responsibility of the requestor to provide the means of such copying. Records which are protected by attorney-client privilege and specific other records as listed in Florida Statute 720.303(5)(g) 1 through 9 are exempt from inspection or copying by Association members.