



THE MEADOWS AT WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

RECORDS MANAGEMENT

Policies and Procedures

© 2025. The Meadows at World Golf Village

January 2025

Effective: December 12, 2024

(Adopted: December 12, 2024)

Table of Contents

Introduction and Purpose	6
ASSOCIATION RECORDS RETENTION POLICY	7
Section 1.1 — Purpose and Scope.....	7
Section 1.2 — Definitions	8
Section 1.3 — Retention Schedule: Permanent Records	8
Section 1.4 — Retention Schedule: Seven-Year Records	9
Section 1.5 — Retention Schedule: Records with Shorter Retention Periods	10
Section 1.6 — Storage and Access Standards	10
Section 1.7 — Destruction of Records: Authorization Requirements	11
1.7.1 Annual Board Review	11
1.7.2 Board Resolution Requirements	11
1.7.3 Methods of Destruction	11
1.7.4 Destruction Log and Certificate Requirements.....	11
1.7.5 Statutory Compliance Notice	12
RECORDS MANAGEMENT PROCEDURES	13
Section 2.1 — Physical Records Storage	13
Section 2.2 — Electronic Records Storage	13
Section 2.3 — Records Inspection Requests	14
Section 2.4 — Records Inspection Process	15
Section 2.5 — Copy Requests and Fees	15
Section 2.6 — Records Destruction Authorization	16
Section 2.7 — Methods of Destruction	16
Section 2.8 — Destruction Documentation Requirements	17
Section 2.9 — Archive Management: Selection Criteria	17
Section 2.10 — Archive Management: Physical to Digital Transfer	18
Section 2.11 — Archive Management: Digital Storage and Documentation.....	18

Section 2.12 — Legal Hold Procedures..... 19

 2.12.1 Definition and Sources..... 19

 2.12.2 Initiating a Legal Hold 19

 2.12.3 Legal Hold Log 19

 2.12.4 Compliance Monitoring 19

 2.12.5 Reviewing and Releasing Holds 20

Section 2.13 — Electronic Records Management Standards 20

Section 2.14 — Standard Forms and Logs Reference 20

DIGITAL ACCESS AND DISTRIBUTION 21

Section 3 — Online Document Web Access Portal..... 21

 Section 3.1 — Statutory Authority and Portal Establishment 21

 Section 3.2 — Access: Parcel Owner Credentials 22

 Section 3.3 — Access Revocation upon Sale or Change of Ownership 22

 Section 3.4 — Required Documents to be Posted on the Portal..... 23

 Section 3.5 — Records Excluded from Portal Access 24

 Attorney-Client and Work-Product Privileged Records..... 24

 Parcel Transaction Information 24

 Personnel Records 24

 Medical Records 24

 Personal Identifying Information 24

 Electronic Security and System Information 24

 Other Excluded Records..... 25

 Section 3.6 — Posting Procedures and Timelines..... 25

 Section 3.7 — Protection of Confidential Information 25

 Section 3.8 — Portal Maintenance, Updates, and Security 26

 Section 3.9 — Member Notification of Portal Access..... 26

 Section 3.10 — Annual Compliance Review 26

Section 4 — Digital Distribution of Governing Documents..... 27

Section 4.1 — Statutory Authority	27
Section 4.2 — Website Download Page	27
Section 4.3 — Access for New Members.....	27
Section 4.4 — Distribution of Amendments: Notice Requirements.....	27
Section 4.5 — Distribution Methods.....	28
Section 5 — Website Posting of Meeting Notices and Agendas	29
Section 5.1 — Statutory Authority	29
Section 5.2 — Notices Website Page.....	29
Section 5.3 — Member Meeting Notices and Agendas	29
Section 5.4 — Documents for Member Consideration and Vote.....	29
Section 5.5 — Board Meeting Notices and Agendas	30
ELECTRONIC COMMUNICATIONS	31
Section 6 — Electronic Notice and Email Communication Policy	31
Section 6.1 — Statutory Authority and Scope	31
Section 6.2 — Parcel Owner Email Authorization: Purpose and Enrollment	32
Section 6.3 — Notices Eligible for Electronic Delivery to Parcel Owners.....	32
Section 6.4 — Notices That Must Be Delivered by USPS Mail	33
Section 6.5 — Resident Email Communication: Purpose and Enrollment	33
Section 6.6 — Communications Eligible for Electronic Delivery to Residents	33
Section 6.7 — Privacy and Use of Email Addresses	34
Section 6.8 — Revocation of Authorization	34
Exhibit 6-A: Authorization and Consent for Notice by Email — Parcel Owners.....	35
Exhibit 6-B: Authorization and Consent for Communication by Email — Residents	37
WEBSITE PRIVACY POLICY	39
Section 7 — Website Privacy Policy	39
Section 7.1 — Full Policy (English)	40
Information We Collect.....	40

How We Use Your Information.....	40
Portal Security and Access	40
Analytics and Cookies	41
Sharing and Disclosure.....	41
Data Retention and Access	41
Data Security.....	41
Third-Party Links.....	41
Children's Privacy	42
Updates to this Policy.....	42
Contact Us	42
Section 7.2 — Versión en Español / Spanish Version.....	43
Información que Recopilamos	43
Cómo Usamos Su Información	43
Seguridad y Acceso al Portal	43
Análisis y Cookies.....	44
Compartir y Divulgar	44
Retención y Acceso a Datos	44
Seguridad de Datos	44
Enlaces a Terceros.....	44
Privacidad de los Niños	45
Actualizaciones a esta Política	45
Contáctenos	45
GLOSSARY.....	46

Introduction and Purpose

This document consolidates the Association Records Management Policies and Procedures adopted by the Board of Directors of The Meadows at Saint Johns Owners Association, Inc. ("Association"), doing business as The Meadows at World Golf Village HOA, at its duly noticed meeting held on December 12, 2024.

The policies and procedures contained herein govern the full lifecycle of Association records — from creation and retention, through inspection and access, to secure destruction — as well as the digital systems through which those records are made available to parcel owners. These documents are published as a stand-alone reference to enable parcel owners, residents, Board members, and management to quickly locate and apply the applicable policy or procedure without needing to reference the underlying Board resolutions.

This document is organized into five parts:

- **Part I — Records Retention Policy:** establishes the minimum retention periods for all categories of Association records and the requirements for their destruction.
- **Part II — Records Management Procedures:** establishes the operational procedures for storing, inspecting, copying, archiving, and securely destroying Association records, including electronic records and legal hold requirements.
- **Part III — Digital Access and Distribution:** establishes the policies governing the Online Document Web Access Portal, the digital distribution of governing documents, and the website posting of meeting notices.
- **Part IV — Electronic Communications:** establishes the policy for electronic notice delivery to parcel owners and email communications to residents, with authorization forms.
- **Part V — Website Privacy Policy:** establishes the Association's policy for the collection, use, and protection of personal information on the Association's website and portal, provided in both English and Spanish.

All policies in this document were adopted pursuant to the authority granted to the Board of Directors under the Association's governing documents and applicable provisions of Florida Statutes Chapter 720, including Sections 720.303(2), 720.303(4), 720.303(5), and 720.303(15).

This document is subject to periodic review and update. The version date and adoption date appear on the cover page. Any amendments adopted by the Board will be incorporated and the document reissued.

PART I

ASSOCIATION RECORDS RETENTION POLICY

The Meadows at Saint Johns Owners Association, Inc. ("Association") established the following policy governing the retention, archiving, and destruction of all Association records in compliance with Florida Statute 720.303(4), to ensure legal compliance, efficient operations, preservation of institutional knowledge, and protection of member privacy.

Section 1.1 — Purpose and Scope

This policy establishes comprehensive guidelines for the management, retention, archiving, and destruction of all Association records to ensure:

- Legal compliance with Florida Statute 720.303(4)(a)
- Protection of essential Association information
- Efficient operations and cost-effective record keeping
- Preservation of institutional knowledge
- Protection of privacy and sensitive information
- Proper chain of custody for archived records
- Standardized digitization and archiving processes
- Long-term accessibility of historical records

This policy applies to all records created, received, or maintained by the Association in any format, including but not limited to:

- Official records as defined by Florida Statute 720.303(4)(a)
- Electronic communications and digital records
- Audio and video recordings
- Social media content related to Association business

Section 1.2 – Definitions

For purposes of this policy, the following terms are defined as follows:

- Official Records: Records as referenced in and required by Florida Statute 720.303(4).
- Electronic Records: Any Association record created, generated, sent, communicated, received, or stored by electronic means.
- Archive: The long-term preservation storage of records that have ongoing value beyond their minimum retention period.
- Destruction: The permanent and secure disposal of records through approved methods.
- Record Series: A group of related records normally used and filed as a unit.
- Retention Period: The minimum time period for maintaining records before disposition is authorized.

Section 1.3 – Retention Schedule: Permanent Records

The following records shall be retained permanently and shall never be destroyed:

Record Type / Description	Min. Period	Authority
Articles of Incorporation and all amendments	Permanent	F.S. 720.303(4)(a)3
Bylaws and all amendments	Permanent	F.S. 720.303(4)(a)2
Declaration of Covenants and all amendments	Permanent	F.S. 720.303(4)(a)4
Association Rules and Guidelines (current and superseded)	Permanent	F.S. 720.303(4)(a)5
Minutes of all Board and member meetings	Permanent	F.S. 720.303(4)(a)6
Annual financial statements and tax returns	Permanent	Best Practice
Architectural review decisions	Permanent	Best Practice
Record Destruction Logs	Permanent	Best Practice
Certificates of Destruction	Permanent	Best Practice
Archive Transfer Logs	Permanent	Best Practice
Common Area plans, specifications, permits, and warranties	Permanent	F.S. 720.303(4)(a)1
Major infrastructure project documentation	Permanent	Best Practice

Record Type / Description	Min. Period	Authority
Reserve studies	Permanent	Best Practice
Insurance claim records for significant events	Permanent	Best Practice
Environmental impact studies	Permanent	Best Practice
Historical photographs and documents	Permanent	Best Practice

Section 1.4 – Retention Schedule: Seven-Year Records

The following records shall be retained for a minimum of seven (7) years, in compliance with Florida Statute 720.303(4)(a):

Record Type / Description	Min. Period	Authority
Accounting records (all financial and accounting records)	7 Years	F.S. 720.303(4)(a)10
Contracts and agreements	7 Years	F.S. 720.303(4)(a)9
Insurance policies	7 Years	F.S. 720.303(4)(a)8
Membership records (7 years after parcel transfer)	7 Years	F.S. 720.303(4)(a)7
General and official correspondence	7 Years	F.S. 720.303(4)(a)14
Monthly financial statements and reports	7 Years	F.S. 720.303(4)(a)10
Meeting notices and agendas (including attachments) with proof of distribution	7 Years	F.S. 720.303(4)(a)6
Violation notices and enforcement actions	7 Years	F.S. 720.303(4)(a)14
Risk assessment documentation	7 Years	Best Practice
Emergency response plans	7 Years	Best Practice
Maintenance records	7 Years	Best Practice
All other official records as defined in F.S. 720.303(4)	7 Years	F.S. 720.303(4)(a)14

Section 1.5 – Retention Schedule: Records with Shorter Retention Periods

The following records shall be retained for the periods specified below, which are less than the general seven-year period:

Record Type / Description	Min. Period	Authority
Election materials — ballots, sign-in sheets, voting proxies, and all other papers and electronic records relating to voting by parcel owners	1 Year After Election / Meeting	F.S. 720.303(4)(a)12
Bids received for work (after award)	1 Year After Award	F.S. 720.303(4)(a)9
General correspondence (non-official, routine)	3 Years	Best Practice
Social media posts related to Association business	2 Years	Best Practice

Section 1.6 – Storage and Access Standards

Records shall be stored securely, either physically or electronically, in a manner that preserves their integrity and facilitates retrieval. Electronic records shall be maintained with appropriate backup, encryption, and access control systems consistent with the procedures established in Part II of this document.

Access to official records shall be provided to parcel owners in accordance with Florida Statute 720.303(5). Records subject to inspection rights must be made available within 45 miles of the community or within the county in which the Association is located within ten (10) business days after receipt of a written request. Compliance may be achieved by providing physical access, making records available electronically via the internet, or permitting viewing in electronic format with printing on request.

Parcel owners and their authorized representatives may use portable devices, including smartphones, tablets, or portable scanners, to make electronic copies of official records. The Association may not charge a fee for the use of such portable devices.

Section 1.7 – Destruction of Records: Authorization Requirements

No Association records shall be destroyed without prior Board authorization. The following requirements apply to all record destruction:

1.7.1 Annual Board Review

The Board shall annually review records that have exceeded their retention period, identify records eligible for destruction, and take a formal vote by motion before any destruction may proceed.

1.7.2 Board Resolution Requirements

The Board's authorization for destruction shall be documented in a written resolution that includes:

- A detailed listing of the specific records to be destroyed
- The intended method of destruction
- Authorization of specific individuals to oversee the destruction
- A requirement for a Certificate of Destruction upon completion

1.7.3 Methods of Destruction

Physical documents shall be securely shredded using cross-cut shredding methods, either in-house with two authorized witnesses or by a professional shredding service providing a Certificate of Destruction.

Electronic records shall be permanently deleted using DOD-compliant secure deletion software ensuring records cannot be recovered. Physical storage media containing sensitive data shall be physically destroyed when necessary. Two authorized witnesses or a professional service are required for electronic destruction.

1.7.4 Destruction Log and Certificate Requirements

A permanent Destruction Log entry shall be created for each destruction event, recording:

- Description of records destroyed
- Date range of records
- Date of Board approval for destruction
- Date and method of destruction
- Name(s) of person(s) who destroyed the records

A Certificate of Destruction shall be created for each destruction event and retained permanently. For third-party services, the certificate shall include the company name, date, method of destruction, and authorized representative signature. For in-house destruction, two Board members or authorized representatives shall sign.

1.7.5 Statutory Compliance Notice

The Association and its officers and directors should be aware that under Florida Statute 720.303(5)(e), any person who knowingly and intentionally defaces or destroys accounting records during the period in which such records are required to be maintained, or who fails to create or maintain required accounting records with intent to cause harm, commits a misdemeanor of the first degree. Any person who willfully and knowingly refuses to release or produce Association records to avoid detection of a crime commits a felony of the third degree.

PART II

RECORDS MANAGEMENT PROCEDURES

The Meadows at Saint Johns Owners Association, Inc. ("Association") established the following procedures for managing, accessing, archiving, and securely destroying the Association's records, in implementation of the Association's Records Retention Policy and in compliance with Florida Statute 720.303(4), while safeguarding member privacy and ensuring efficient record handling.

Section 2.1 – Physical Records Storage

Storage Conditions: Physical records shall be stored in a secure, climate-controlled area to prevent damage from humidity, water, or fire.

Filing System: All records shall be organized in a consistent manner that allows quick retrieval when needed, with clear labeling and logical categorization by record type and date.

Access Control: Only authorized individuals may access physical records. A sign-out log shall track all records removed from storage, recording the record description, date removed, name of individual, and date returned.

Section 2.2 – Electronic Records Storage

Storage Standards: Electronic records shall be stored on Association-owned or contracted secure servers with automated backup capabilities, access control, and encryption capabilities for sensitive data.

Backup: Daily incremental backups and weekly full system backups shall be performed to safeguard data. The Association shall also maintain off-site or online backup storage.

Access Control: Access to electronic records is restricted by individual user accounts with role-based permissions. All access shall be logged for security purposes.

File Organization and Naming: Electronic records shall be saved using a standard filing system with consistent naming conventions, clear labels, required metadata, and version control when files are updated. The recommended naming convention is: **YYYY-MM-DD_DocumentType_Description**. The recommended directory structure is organized by year, then by record type.

File Formats: Records intended for long-term retention shall be saved in PDF/A format to ensure long-term accessibility. Required metadata shall include: creation date, author, category, and retention period. Version control shall use major version numbers (v1.0, v2.0) for significant revisions and lettered suffixes (v1.1a) for minor updates.

Data Security Standards: All data transmissions shall use secure, encrypted methods. AES-256 encryption shall be used for sensitive data and backup storage. Regular system updates shall be conducted to maintain data protection standards. The target recovery time objective in the event of a system failure is 24 hours.

System Transitions: When software systems are upgraded or changed, the Association shall ensure all records remain accessible and are migrated to the new system without loss of data or metadata.

Section 2.3 – Records Inspection Requests

Submission: Parcel owners may submit written requests for record inspection to the designated records custodian. All requests shall be date-stamped upon receipt.

Acknowledgment: The custodian shall acknowledge the request within two (2) business days and schedule the inspection within ten (10) business days as required by Florida Statute 720.303(5).

Failure to Respond: Failure to provide access to records within ten (10) business days after receipt of a written request submitted by certified mail, return receipt requested, creates a rebuttable presumption that the Association willfully failed to comply with Florida Statute 720.303(5). Minimum damages for willful failure are \$50 per calendar day, up to 10 days, beginning on the 11th business day after receipt.

Inspection Rules: The Association may adopt reasonable written rules governing the frequency, time, location, notice, and manner of inspections. The Association may not require an owner to state a reason for inspection, nor limit a parcel owner's right to inspect to less than one eight-hour business day per month.

Section 2.4 – Records Inspection Process

Preparation: The custodian shall prepare records for inspection in a designated area. A staff member or Board representative shall be present to oversee the inspection.

Documentation: A record of all inspected documents, including the date, time, and identity of the inspecting party, shall be maintained in the Inspection Log.

Portable Devices: Parcel owners and their authorized representatives may use portable devices, including smartphones, tablets, or portable scanners, to make electronic copies of official records. The Association shall not charge a fee for use of such devices.

Section 2.5 – Copy Requests and Fees

Copy Fees: The Association may charge fees for copies based on an approved fee schedule. Fees are limited to \$0.25 per page for copies made on the Association's photocopier. Personnel costs may be charged only when retrieval and copying time exceeds one-half hour, and personnel costs may not exceed \$20 per hour. Personnel costs may not be charged for requests resulting in 25 or fewer pages.

Payment: Payment must be collected before copies are provided.

Copy Log: A log shall be maintained documenting copies provided, including requestor information, records copied, date, and fees collected.

Outside Copying: If the Association does not have a photocopy machine available or the request exceeds 25 pages, copies may be made by an outside duplicating service and the actual cost charged, as supported by the vendor invoice.

Section 2.6 – Records Destruction Authorization

Annual Review: Each year during the second quarter, the records custodian shall review all records to identify those that have met or exceeded their retention period, prepare a request for Board approval listing all records proposed for destruction or archiving, and update retention tracking records to document the review.

Board Approval Required: All proposed destruction must be approved by a Motion of the Board before proceeding. No records may be destroyed without this formal authorization.

Destruction Log: A Records Destruction Log entry shall be created for each set of records approved for destruction, recording the types of records, date range, Board approval reference, and destruction details upon completion.

Section 2.7 – Methods of Destruction

Physical Records: Physical documents shall be securely shredded using cross-cut shredding methods meeting industry standards for confidentiality. If a third-party shredding service is used, a Certificate of Destruction must be provided and retained.

Electronic Records: Electronic records shall be permanently deleted using DOD-compliant secure deletion software, ensuring they cannot be recovered. Physical storage media containing sensitive data shall be physically destroyed when necessary. Serial numbers of destroyed devices shall be recorded.

Witnesses: Two authorized witnesses (Board members or authorized representatives) are required for all in-house destruction, whether physical or electronic. A professional service must provide its own Certificate of Destruction.

Section 2.8 – Destruction Documentation Requirements

Each Destruction Log entry must include:

- Description of records destroyed
- Retention period expiration date
- Date of Board approval for destruction
- Date of destruction
- Method used
- Names of individuals involved in the destruction
- Reference number linking to the Certificate of Destruction

Each Certificate of Destruction must include:

- Name and address of the Association
- Date of destruction
- Method of destruction
- Description of records destroyed (matching the Destruction Log entry)
- For third-party services: company name, address, certification number (if applicable), and authorized representative signature
- For in-house destruction: names and signatures of two Board members or authorized representatives
- Reference number linking to the Destruction Log entry

Section 2.9 – Archive Management: Selection Criteria

Records with significant historical, legal, or operational value to the Association shall be selected for archiving, even if their minimum retention period has expired. This includes, but is not limited to, infrastructure and improvement records for the common areas, records related to frequently disputed issues, and documents preserving institutional knowledge.

Section 2.10 – Archive Management: Physical to Digital Transfer

Preparation: Records selected for archiving shall be reviewed, and Board approval shall be obtained before any transfer. An Archive Transfer Log entry shall be created prior to scanning.

Scanning Standards: Records shall be scanned at a minimum of 300 DPI in PDF/A format to ensure quality preservation. A quality control check shall be performed on each file to verify readability and completeness.

Completion: Upon completion of scanning, the Archive Transfer Log shall be updated with the digital storage location. Original physical records approved for destruction after digitization must follow the secure destruction procedures in Section 2.7. The Certificate of Destruction must cross-reference the Archive Transfer Log entry and the specific digital files created.

Section 2.11 – Archive Management: Digital Storage and Documentation

All digital archives shall be stored in secure, access-controlled locations using a standardized folder structure: **Archive/YYYY/RecordType/**. Archived files shall be labeled with required metadata tags for easy retrieval.

The Archive Transfer Log shall include:

- Description of the original records and date range
- Date of transfer and digitization
- Person performing and verifying the transfer
- Quality control verification notation
- Digital storage location/path
- Board approval date for archiving
- Original record disposition (destroyed or retained, with reference to Certificate of Destruction if applicable)

A separate backup system shall be maintained for archived records. An annual integrity check of archived files shall be conducted. Access logs for archived records shall be maintained.

Section 2.12 – Legal Hold Procedures

2.12.1 Definition and Sources

A Legal Hold (also known as a litigation hold or preservation order) is a notification that suspends the normal disposition or processing of records due to current or anticipated litigation, audit, government investigation, or similar matter. Legal Holds may originate from court orders, government agencies, opposing counsel, regulatory bodies, or internally from the Association's legal counsel, the Board upon advice of counsel, or insurance carriers.

The purpose of a Legal Hold is to prevent spoliation (destruction) of evidence, maintain data integrity, ensure compliance with legal discovery obligations, and protect the Association's legal interests.

2.12.2 Initiating a Legal Hold

Upon receiving or issuing a Legal Hold notice, the custodian shall immediately:

- Stop all scheduled record destruction activities
- Notify the Board, management, legal counsel, and any third-party storage providers
- Identify and document all records affected by the hold
- Preserve all relevant records and materials
- Disable any automatic deletion or archiving systems for affected records

2.12.3 Legal Hold Log

The custodian shall maintain a Legal Hold Log with the following details for each hold:

- Date of hold notice
- Source and scope of the hold
- Custodians notified
- Systems or processes affected
- Actions taken to preserve records

2.12.4 Compliance Monitoring

The custodian shall track all hold deadlines, monitor compliance with the hold order, report any violations to the Board and legal counsel, and conduct periodic verification of preserved data integrity. The custodian shall also recommend procedural improvements to the Board as appropriate.

2.12.5 Reviewing and Releasing Holds

The Board shall review the status of each active hold quarterly. Normal record destruction shall only resume once the hold is officially released in writing by the issuing authority and such release is documented in the Legal Hold Log. The affected records shall then return to the normal retention schedule.

Section 2.13 – Electronic Records Management Standards

Storage and Backup: All electronic records shall be stored in Association-approved systems with encryption, access control, and backup capabilities as described in Section 2.2.

Access Controls: The Association shall maintain strict access protocols, including individual user accounts with role-based permissions, regular password updates per security standards, and detailed access logs to monitor record activity.

Data Protection: All data transmissions shall use secure, encrypted methods. Regular system updates shall be conducted to maintain data protection standards.

Section 2.14 – Standard Forms and Logs Reference

The following standard forms shall be used in implementing these procedures:

- Records Inspection Request Form
- Inspection Log
- Copy Request Log
- Destruction Authorization Form
- Records Destruction Log
- Certificate of Destruction
- Archive Transfer Log
- Legal Hold Log

Templates for all forms shall be maintained by the Association's management company and made available to Board members and authorized staff. Completed forms shall be retained in accordance with the retention schedule in Part I.

PART III

DIGITAL ACCESS AND DISTRIBUTION

Section 3 – Online Document Web Access Portal

The Meadows at Saint Johns Owners Association, Inc. ("Association") established the following policy and procedures for the creation, maintenance, and administration of a secure Online Document Web Access Portal in compliance with Florida Statute 720.303(4)(b), to ensure parcel owners have secure, organized, and timely access to official Association records.

Section 3.1 – Statutory Authority and Portal Establishment

Florida House Bill 1203 (2024) amended Florida Statute 720.303(4)(b) to require homeowners associations with 100 or more parcels to maintain certain official records on a website by January 1, 2025. The Association consists of 400 parcels and is therefore subject to these requirements.

The Association shall establish and maintain a secure Online Document Web Access Portal accessible from the Association's website at www.themeadowswgv.com. The portal shall consist of a subpage, web portal, or other protected electronic location that is inaccessible to the general public and accessible only to parcel owners and authorized Association employees. The portal shall be implemented and maintained in compliance with Florida Statute 720.303(4)(b).

Section 3.2 – Access: Parcel Owner Credentials

Upon written request by a parcel owner, the Association shall provide that owner with a unique username and password to access the protected sections of the portal within ten (10) business days of receiving the written request.

The Association shall maintain a secure system for managing user credentials. All access to the protected portal area shall be restricted to:

- Current parcel owners of record
- Authorized Association employees

Section 3.3 – Access Revocation upon Sale or Change of Ownership

When a parcel owner sells or transfers their property, the Association shall promptly revoke that former owner's portal access credentials. Parcel owners are responsible for notifying the Association in writing when they sell or transfer their property so that web portal access can be terminated in a timely manner.

The Association shall periodically review the list of authorized portal users and deactivate any accounts for individuals who are no longer eligible for access, including former employees, former officers, and former owners.

Section 3.4 – Required Documents to be Posted on the Portal

The following documents shall be posted and maintained on the portal in compliance with Florida Statute 720.303(4)(b):

Record Type / Description	Min. Period	Authority
Articles of Incorporation of the Association and each amendment thereto	Current + All Amendments	<i>F.S. 720.303(4)(b)a</i>
Recorded Bylaws of the Association and each amendment thereto	Current + All Amendments	<i>F.S. 720.303(4)(b)b</i>
Declaration of Covenants and each amendment thereto	Current + All Amendments	<i>F.S. 720.303(4)(b)c</i>
Current Rules of the Association	Current Version	<i>F.S. 720.303(4)(b)d</i>
List of all current executory contracts or documents to which the Association is a party	Current	<i>F.S. 720.303(4)(b)e</i>
List of bids received by the Association within the past year (after bidding has closed)	1 Year Rolling	<i>F.S. 720.303(4)(b)e</i>
Annual budget and any proposed budget to be considered at the annual meeting	Current + Proposed	<i>F.S. 720.303(4)(b)f</i>
Annual financial report and any monthly income or expense statement to be considered at a meeting	Current	<i>F.S. 720.303(4)(b)g</i>
Current insurance policies of the Association	Current	<i>F.S. 720.303(4)(b)h</i>
Director certification documentation as required by F.S. 720.3033(1)(a)	Current	<i>F.S. 720.303(4)(b)i</i>
All contracts or transactions between the Association and any director, officer, corporation, firm, or association involving a potential conflict of interest	As Applicable	<i>F.S. 720.303(4)(b)j</i>
Any contract or document regarding a conflict of interest or possible conflict of interest under F.S. 468.436(2)(b)6 and 720.3033(2)	As Applicable	<i>F.S. 720.303(4)(b)k</i>
Member meeting notices and agendas — posted at least 14 days before the meeting	14 Days Prior	<i>F.S. 720.303(4)(b)l</i>
Documents to be considered and voted on by members — posted at least 7 days before the meeting	7 Days Prior	<i>F.S. 720.303(4)(b)l</i>
Board meeting notices, agendas, and required documents — posted no later than the notice deadline under F.S. 720.303(3)	Per Bylaw Deadline	<i>F.S. 720.303(4)(b)m</i>

The Association may, but is not required to, include any other written records of the Association related to the operation of the Association that are not specifically prohibited by law.

Section 3.5 – Records Excluded from Portal Access

The following records and information shall not be posted on or made accessible through the portal, pursuant to Florida Statute 720.303(5)(g):

Attorney-Client and Work-Product Privileged Records

- Records prepared by Association attorney or at the attorney's express direction
- Records reflecting mental impressions, conclusions, litigation strategy, or legal theory of the attorney
- Records prepared exclusively for civil or criminal litigation or adversarial administrative proceedings
- Records prepared in anticipation of such litigation or proceedings (until conclusion)

Parcel Transaction Information

- Information obtained by the Association in connection with the approval of the lease, sale, or other transfer of a parcel

Personnel Records

- Disciplinary, payroll, health, and insurance records of Association or management company employees
- Note: Written employment agreements and budgetary/financial records indicating compensation are not excluded

Medical Records

- Medical records of parcel owners or community residents

Personal Identifying Information

- Social security numbers
- Driver license numbers
- Credit card numbers
- Electronic mailing addresses
- Telephone and facsimile numbers
- Emergency contact information
- Alternative addresses (other than property address, mailing address, and parcel designation)

Electronic Security and System Information

- Electronic security measures and passwords used to safeguard Association data
- Association software and operating systems

Other Excluded Records

- Affirmative acknowledgments made under F.S. 720.3085(3)(c)3
- Information obtained in a gated community in connection with guest visits

All documents shall be reviewed and redacted as necessary before posting to protect the information listed above. The Association or its authorized agent is not liable for disclosing information that is protected under F.S. 720.303(5)(g) if the information is voluntarily provided by an owner and not requested by the Association, unless disclosure was made with knowing or intentional disregard of its protected nature.

Section 3.6 – Posting Procedures and Timelines

The Association shall designate a responsible person or committee to manage the portal and ensure timely posting of all required documents.

Documents shall be posted in a timely manner to meet statutory requirements:

- Member meeting notices and agendas: posted at least 14 days before the meeting, and posted in plain view on the homepage or on a clearly labeled and linked "Notices" subpage
- Documents to be considered and voted on at member meetings: posted at least 7 days before the meeting
- Board meeting notices, agendas, and required documents: posted no later than the notice deadline required under F.S. 720.303(3) and the Association's Bylaws

All documents shall be posted in a format that is downloadable and compatible with mobile devices. A clear organizational structure shall be maintained to make documents easily locatable.

Section 3.7 – Protection of Confidential Information

Before posting any document on the portal, the designated manager shall review it to ensure that information excluded under Section 3.5 is identified and redacted. This review shall be completed prior to each posting.

Section 3.8 – Portal Maintenance, Updates, and Security

The portal shall be regularly maintained to ensure functionality and security. Documents shall be reviewed at least quarterly to ensure they are current and accurate. Outdated documents shall be archived or removed as appropriate.

The Association shall implement and maintain security measures appropriate to protect the portal and the member information contained within it, including secure credential management and access logging.

Section 3.9 – Member Notification of Portal Access

Members shall be notified of the portal's existence and how to request access credentials. Instructions for using the portal shall be made available to all members. Members shall also be informed of their responsibility to notify the Association in writing when they sell or transfer their property, so that portal access can be terminated promptly.

Section 3.10 – Annual Compliance Review

The Board shall conduct an annual review to ensure compliance with this policy and with the requirements of Florida Statute 720.303(4)(b), including proper management and revocation of user credentials, timely posting of required documents, and appropriate redaction of protected information. Any necessary updates to this policy shall be adopted by Board resolution.

Section 4 – Digital Distribution of Governing Documents

The Meadows at Saint Johns Owners Association, Inc. ("Association") established the following policy for the digital distribution of Association Rules, Covenants, and Amendments to members in compliance with Florida Statute 720.303(15), utilizing the Association's website as the primary distribution channel.

Section 4.1 – Statutory Authority

Florida Statute 720.303(15) requires homeowners associations to provide copies of rules and covenants to all members. The Association has notified all members of its intent to utilize its website for distribution of these documents. This policy formally implements those statutory requirements.

Section 4.2 – Website Download Page

The Association shall maintain a dedicated "Download" subpage on its website at www.themeadowswgv.com/download. This subpage shall be conspicuously visible and linked from the homepage. The Association shall maintain current copies of all Rules, Covenants, Declaration, and Amendments on this Download subpage at all times.

Section 4.3 – Access for New Members

All new parcel owners shall be informed of and provided access to the Association's governing documents through the website Download subpage. This notice shall be provided as part of the new member welcome process.

Section 4.4 – Distribution of Amendments: Notice Requirements

When rules or covenants are amended, the Association shall:

- Deliver notice to all members regarding the amendment
- Post the updated documents on the website Download subpage
- Post a notice of the amendment on the website
- Specify in the notice how members may obtain the updated documents

Section 4.5 – Distribution Methods

Members may request digital copies via email or physical copies via USPS mail at any time. Distribution notices regarding amendments shall be delivered:

- By email to members who have provided written consent to receive electronic notices (per the authorization process described in Part IV)
- By USPS mail to all other members at their official record address

Section 5 – Website Posting of Meeting Notices and Agendas

The Meadows at Saint Johns Owners Association, Inc. ("Association") established the following policy for the website posting of Association meeting notices, agendas, and related documents in compliance with Florida Statute 720.303(4)(b)(l) and 720.303(4)(b)(m), to ensure members have timely and consistent access to meeting information.

Section 5.1 – Statutory Authority

Florida Statute 720.303(4)(b)(l) and (m) require homeowners associations to post meeting notices and agendas on the Association's website. The Association has notified all members of its implementation of these website posting requirements. This policy formally implements those statutory requirements.

Section 5.2 – Notices Website Page

The Association shall maintain a dedicated "Notices" subpage on its website at www.themeadowswgv.com/notices. This subpage shall be conspicuously visible and linked from the homepage.

Section 5.3 – Member Meeting Notices and Agendas

All member meeting notices and agendas shall be posted on the Notices subpage at least fourteen (14) days before such meetings, as required by Florida Statute 720.306 and 720.303(4)(b)(l). The notice shall be posted in plain view on the homepage of the website or on the "Notices" subpage that is conspicuously visible and linked from the homepage.

Section 5.4 – Documents for Member Consideration and Vote

Any documents to be considered and voted on during a member meeting, or any document listed on the meeting agenda, shall be posted on the website or portal at least seven (7) days before the meeting at which such document will be considered, as required by Florida Statute 720.303(4)(b)(l).

Section 5.5 – Board Meeting Notices and Agendas

Board meeting notices, agendas, and any other documents required for such meetings shall be posted on the Notices subpage no later than the date required for notice under Florida Statute 720.303(3) and the Association's Bylaws.

PART IV

ELECTRONIC COMMUNICATIONS

Section 6 – Electronic Notice and Email Communication Policy

The Meadows at Saint Johns Owners Association, Inc. ("Association") hereby establishes the following policy governing electronic notice and email communication with parcel owners and residents, in compliance with Florida Statute 720.303(2)(c)1, to enable timely, cost-effective, and environmentally responsible delivery of Association communications while preserving all rights of members under Florida law.

Section 6.1 – Statutory Authority and Scope

Florida Statute 720.303(2)(c)1 provides that an association may provide notice by electronic transmission for meetings of the Board of Directors, committee meetings requiring notice under Florida Statute 720.303, and annual and special meetings of the membership, to any member who has provided a facsimile number or email address to the Association and consented in writing to receiving notices by electronic transmission.

This policy governs two separate categories of electronic communication:

- **Parcel Owner Electronic Notice:** Official notices delivered to parcel owners of record who have executed the Authorization and Consent for Notice by Email, as permitted by Florida Statute 720.303(2)(c)1.
- **Resident Email Communication:** General community communications delivered to non-owner residents who have executed the Authorization and Consent for Communication by Email.

Section 6.2 – Parcel Owner Email Authorization: Purpose and Enrollment

Any parcel owner who wishes to receive Association notices and official communications by email must complete and return to the Association the Authorization and Consent for Notice by Email form (Exhibit 6-A to this document). Enrollment is voluntary. Owners who do not provide written consent shall continue to receive all notices and communications by USPS mail.

Upon receipt of a completed Authorization form, the owner's email address shall be added to the Association's official records and used for the purposes authorized in this policy. The owner's email address will not be used for any other purpose.

Owners who consent to receive notices and documents by email also acknowledge that their email address becomes part of the official records of the Association and is open to inspection and copying by other Association owners, as required by Florida law.

The owner may designate separate email addresses for required official notices and for general informational communications.

Section 6.3 – Notices Eligible for Electronic Delivery to Parcel Owners

The following types of notices and communications may be delivered electronically to parcel owners who have provided written consent:

- Board of Directors meeting notices
- Committee meeting notices
- Annual meeting and special meeting notices
- Meeting minutes and reports
- Violation notices
- Community newsletters
- Local impact notices (road work, construction, utility notices, etc.)
- Other official HOA communications and correspondence

Section 6.4 – Notices That Must Be Delivered by USPS Mail

Notwithstanding a parcel owner's consent to electronic notices, certain official notices must be sent via regular or certified mail as prescribed by Florida law, including:

- Assessment collection notices
- Mandatory pre-suit mediation notices
- Recall meeting notices
- Any other notices for which Florida law requires delivery by mail

Section 6.5 – Resident Email Communication: Purpose and Enrollment

Non-owner residents (tenants and occupants) who wish to receive community information and general communications from the Association by email may complete and return the Authorization and Consent for Communication by Email – Residents form (Exhibit 6-B to this document).

This authorization is for general community communications only. All official HOA notices and legal documents required to be sent to the owner of record will continue to be sent to the parcel owner as required by Florida law. Resident email authorization does not substitute for or replace parcel owner notices.

Section 6.6 – Communications Eligible for Electronic Delivery to Residents

The following types of communications may be delivered electronically to enrolled residents:

- Community newsletters
- Maintenance updates and community impact notices
- General announcements
- Violation notices (where applicable to the resident)
- Community events and activities
- Other general resident information

Section 6.7 – Privacy and Use of Email Addresses

Email addresses collected under this policy shall only be used for the authorized purposes stated in the applicable authorization form. Only the HOA Board, officers, and the Association's management company shall have access to email addresses collected. Email addresses shall not be shared with third parties for any other purpose.

Parcel owner email addresses that are part of official Association records are subject to member inspection rights under Florida Statute 720.303(5). However, personal identifying information including email addresses is excluded from the Association's web portal under F.S. 720.303(5)(g)6.

Section 6.8 – Revocation of Authorization

Any parcel owner or resident may revoke their email authorization at any time by providing written notice to the Association or its management company. Upon receipt of a revocation:

- Parcel owner email addresses for electronic notice shall be removed from the Association's records used for electronic transmission
- The owner or resident shall revert to receiving all applicable communications by USPS mail
- Revocation shall be processed promptly upon receipt of written notice

Exhibit 6-A: Authorization and Consent for Notice by Email – Parcel Owners

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

dba The Meadows at World Golf Village HOA

Authorization and Consent for Notice by Email

I, the undersigned, am a record owner of a lot in The Meadows at Saint Johns subdivision, operated by The Meadows at Saint Johns Owners Association, Inc. ("Association"), and a member of the Association. The purpose of this form is to provide written consent to the Association for the undersigned to receive notice by email, as permitted by Florida Statutes and the Association's governing documents, of meeting notices, minutes, reports, and other correspondence. Section 720.303(2)(c)1, Florida Statutes, provides that an association may provide notice by electronic transmission for meetings of the board of directors, committee meetings requiring notice under Section 720.303, Florida Statutes, and annual and special meetings of an association's membership, to any member who has provided a facsimile number or email address to the association and consented in writing to receiving notices by electronic transmission. By completing, signing and returning this form, the undersigned is authorizing the Association's Board of Directors (and its management company, if applicable), to email notifications of Association meetings, minutes or other correspondence in lieu of receiving such documents by regular mail. The undersigned's email address will not be used for any other purpose than those listed herein, but owners who agree to accept notices and documents by email also consent to their email addresses becoming part of the official records of the Association, and open to inspection and/or copying by Association owners. I also understand that certain notices (including, but not limited to, notices of recall meetings, notices in connection with the collection of delinquent assessments, certain notices regarding violations of covenants and restrictions, and notices demanding participation in mandatory presuit mediation) must be sent via regular or certified mail as prescribed by law.

- By checking this box and signing below, I hereby provide my written consent to the Association to provide notice by electronic transmission in lieu of other forms of notice, consistent with the requirements of Section 720.303(2)(c)1, Florida Statutes, at the email address listed below, and agree to promptly notify the Association of any changes in the information listed below.

The written consent contained herein is effective until revoked by the undersigned in writing.

Property Address: _____

Email Address: *(required notices)* _____

Email Address: *(informational emails)* _____

Signature: _____

Printed Name: _____

Date: _____

Please return this form by U.S. Postal Service to address listed on the reserve side. (Jan 2024)

If you would like to send a scanned, signed copy via email, please email to: info@themeadowswgv.com

Welcome to Electronic Communications at The Meadows at WGV

Dear Meadows Homeowner,

We're making it easier for you to stay informed about our community! By signing up for email communications, you'll receive timely updates about community matters while helping us reduce paper waste and mailing costs.

What You Need to Know

1. **Purpose of this Authorization** This simple form allows us to send you community updates and official notices via email, as permitted by Florida law (Section 720.303(2)(c)1).
2. **Benefits of Email Communication**
 - o Immediate delivery of important community information
 - o Quick access to meeting notices and minutes
 - o Timely updates about maintenance and community impacts
 - o Environmentally friendly
 - o Cost savings for the HOA
3. **What You'll Receive by Email**
 - o Board and committee meeting notices
 - o Violation notices
 - o Community newsletters
 - o Meeting minutes notices
 - o Maintenance updates
 - o Local impact notices (road work, construction, etc.)
 - o Other important community information
4. **Your Privacy Matters**
 - o Your email address will only be used for official HOA communications
 - o Only the HOA Board, officers, and our management company will have access
 - o Your email becomes part of official HOA records as required by law
 - o You can provide separate email addresses for required notices and for general information
5. **Important Note About Legal Notices** Some official notices must still be sent via regular or certified mail as required by Florida law, including:
 - o Assessment collection notices
 - o Mandatory mediation notices
 - o Recall meeting notices

Ready to Sign Up? Complete the authorization form on the next page and return it to us:

- By Email: info@themedowswgv.com
- By Mail: THE MEADOWS AT WORLD GOLF VILLAGE HOA
2233 PARK AVE STE 103
ORANGE PARK FL 32073-5567

Questions? Contact our management company at (904) 278-2338 or themedows@thecamteam.com, or reach the HOA Board at info@themedowswgv.com.

Exhibit 6-B: Authorization and Consent for Communication by Email – Residents

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

dba The Meadows at World Golf Village HOA

Authorization and Consent for Communication by Email

I hereby authorize The Meadows at World Golf Village HOA to use my email address(es) for community-related communications. I understand that this authorization is for general communications and notices that affect residents, and that all official HOA notices and documents will continue to be sent to the property owner as required by Florida law.

Property Address: _____

Resident Name (print clearly): _____

Email Address: (primary) _____

Email Address: (secondary) _____

Phone Number (optional): _____

Signature: _____

Date: _____

Note: This authorization can be revoked at any time by written notice to the HOA or management company.

Please return this completed form to:

THE MEADOWS AT WORLD GOLF VILLAGE HOA
2233 PARK AVE STE 103
ORANGE PARK FL 32073-5567

Or email to: info@themedowswgv.com

Questions? Contact our management company at (904) 278-2338 or themedowswgv@thecamteam.com, or reach the HOA Board at info@themedowswgv.com.



Authorization and Consent for Communication by Email - Residents

Dear Meadows Resident,

We're committed to keeping all residents informed about our community! By signing up for email communications, you'll receive timely updates about community matters that affect your day-to-day life at The Meadows at World Golf Village.

What You Need to Know

1. Purpose of this Authorization

This form allows The Meadows at World Golf Village HOA to send you community updates and general communications via email. As a resident (non-owner), you'll receive informational communications to help you stay connected with community happenings.

2. Benefits of Email Communication

- Immediate delivery of community information
- Updates about maintenance and community impacts
- Access to community newsletters and events
- Environmentally friendly communication
- Timely notification of matters affecting residents

3. What You'll Receive by Email

- Community newsletters
- Maintenance updates
- General announcements
- Local impact notices (road work, construction, etc.)
- Violation notices (if applicable)
- Community events and activities
- Other important resident information

4. Your Privacy Matters

- Your email address will only be used for HOA communications
- Only the HOA Board, officers, and management company will have access
- Your information will not be shared with third parties
- You can update or revoke this authorization at any time

Ready to Sign Up? Complete the authorization form on the next page and return it to us:

- By Email: info@themedowswgv.com
- By Mail: THE MEADOWS AT WORLD GOLF VILLAGE HOA
2233 PARK AVE STE 103
ORANGE PARK FL 32073-5567

Questions? Contact our management company at (904) 278-2338
or themedows@thecamteam.com, or reach the HOA Board at info@themedowswgv.com.

THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION

Updated: December 2024

PART V

WEBSITE PRIVACY POLICY

Section 7 – Website Privacy Policy

The Meadows at Saint Johns Owners Association, Inc. ("Association") hereby establishes the following Website Privacy Policy governing the collection, use, and protection of personal information obtained through the Association's website (themedowswgv.com) and its secure member portal, to ensure transparency and protect the privacy of members and website visitors.

This policy is published in both English and Spanish to serve all members of our community. The English version governs in the event of any conflict between the two versions.

Plain Language Summary

- We collect limited personal information when you voluntarily provide it, including portal login credentials and information needed for HOA services.
- We use this information to manage your HOA account, respond to requests, and provide access to HOA records and information.
- We use cookies and Google Analytics to understand how our website is used.
- We never sell your personal information to third parties for marketing purposes.
- We implement reasonable security measures to protect your information, including portal credentials, but no data transmission is 100% secure.
- By using our website, you agree to the terms of this Policy. If you disagree, please do not use our site or services.

Section 7.1 – Full Policy (English)

The Meadows at World Golf Village HOA – Website Privacy Policy

Last Updated: November 25, 2024

At The Meadows at Saint Johns Owners Association, Inc. (The Meadows at World Golf Village HOA), we value your privacy. This Policy explains how we collect, use, and protect information from visitors to our website, themeadowswgv.com, and our HOA portal.

Information We Collect

We may collect the following personal information:

- Portal login credentials (userID and password)
- Email address (for subscribing for updates and portal access)
- Name, email, and message (through "Contact Us")
- Name, email, phone number (for volunteer requests)
- HOA business records and owner information (stored in portal)

How We Use Your Information

We use your information to:

- Provide secure access to the HOA portal
- Manage your HOA account and records
- Respond to inquiries and process requests
- Send important HOA updates and notifications
- Maintain HOA business records

Portal Security and Access

The HOA portal maintains its own authentication system. Your portal credentials are protected and should never be shared. You are responsible for maintaining the confidentiality of your login information.

Analytics and Cookies

Our website uses Google Analytics to collect standard internet log data and visitor behavior information to analyze website usage and optimize the user experience. We use cookies to remember your preferences and settings. You can manage cookie preferences through your browser settings.

Sharing and Disclosure

- We never sell, trade, or rent your personal information to third parties for marketing or other purposes.
- We may share your information with trusted service providers (e.g., website hosting) to the extent necessary for them to perform services for us. These providers are obligated to protect your information.
- We may disclose your information if required by law or to protect our rights and property.
- We may share your information with our authorized portal service provider (CINC Systems) to maintain the HOA portal and process HOA-related transactions.

Data Retention and Access

We retain your personal information only as long as necessary for the stated purposes, unless a longer period is legally required. You can contact us at info@themeadowswgv.com to request access to, correction of, or deletion of your personal information. We will make reasonable efforts to comply, subject to legal obligations.

Data Security

We use industry-standard security measures to protect the personal information collected through our website. However, no data transmission over the internet is 100% secure.

Third-Party Links

Our website may link to other sites not covered by this Policy. We are not responsible for their privacy practices.

Children's Privacy

Our website and services are not intended for children under 13. We do not knowingly collect personal information from children under 13. If you believe we may have collected a child's information, please contact us.

Updates to this Policy

We may update this Policy periodically to reflect changes in our practices or legal obligations. Please review the Policy regularly, as your continued use of our website signifies your acceptance of any changes.

Contact Us

The Meadows at World Golf Village HOA

The Meadows at Saint Johns Owners Association, Inc.

2233 Park Avenue, Suite 103

Orange Park, FL 32073

info@themeadowswgv.com

Adopted by Association Board on December 12, 2024

Section 7.2 – Versión en Español / Spanish Version

The Meadows at World Golf Village HOA – Política de Privacidad del Sitio Web

Última Actualización: 25 de noviembre de 2024

En The Meadows at Saint Johns Owners Association, Inc. (The Meadows at World Golf Village HOA), valoramos su privacidad. Esta Política explica cómo recopilamos, utilizamos y protegemos la información de los visitantes de nuestro sitio web, themeadowswgv.com, y nuestro portal HOA.

Información que Recopilamos

Podemos recopilar la siguiente información personal:

- Credenciales de inicio de sesión del portal (usuario y contraseña)
- Dirección de correo electrónico (para suscribirse a actualizaciones y acceso al portal)
- Nombre, correo electrónico y mensaje (a través de "Contáctenos")
- Nombre, correo electrónico, número de teléfono (para solicitudes de voluntariado)
- Registros comerciales de HOA e información de propietarios (almacenados en el portal)

Cómo Usamos Su Información

Utilizamos su información para:

- Proporcionar acceso seguro al portal HOA
- Gestionar su cuenta y registros de HOA
- Responder a consultas y procesar solicitudes
- Enviar actualizaciones y notificaciones importantes de HOA
- Mantener registros comerciales de HOA

Seguridad y Acceso al Portal

El portal HOA mantiene su propio sistema de autenticación. Sus credenciales del portal están protegidas y no deben compartirse. Usted es responsable de mantener la confidencialidad de su información de inicio de sesión.

Análisis y Cookies

Nuestro sitio web utiliza Google Analytics para recopilar datos estándar de registro de internet e información sobre el comportamiento de los visitantes. Usamos cookies para recordar sus preferencias y configuraciones. Puede gestionar las preferencias de cookies a través de la configuración de su navegador.

Compartir y Divulgar

- Nunca vendemos, intercambiamos ni alquilamos su información personal a terceros con fines de marketing u otros propósitos.
- Podemos compartir su información con proveedores de servicios confiables (por ejemplo, alojamiento web) en la medida necesaria. Estos proveedores están obligados a proteger su información.
- También podemos divulgar su información si la ley lo requiere o para proteger nuestros derechos y propiedades.
- Podemos compartir su información con nuestro proveedor autorizado del portal (CINC Systems) para mantener el portal HOA y procesar transacciones relacionadas con HOA.

Retención y Acceso a Datos

Retenemos su información personal solo el tiempo necesario para los propósitos declarados. Puede contactarnos en info@themeadowswgv.com para solicitar acceso, corrección o eliminación de su información personal. Haremos esfuerzos razonables para cumplir, sujeto a obligaciones legales.

Seguridad de Datos

Utilizamos medidas de seguridad estándar de la industria para proteger la información personal recopilada a través de nuestro sitio web. Sin embargo, ninguna transmisión de datos por internet es 100% segura.

Enlaces a Terceros

Nuestro sitio web puede contener enlaces a otros sitios que no están cubiertos por esta Política. No somos responsables de sus prácticas de privacidad.

Privacidad de los Niños

Nuestro sitio web y servicios no están destinados a niños menores de 13 años. No recopilamos intencionadamente información personal de niños menores de 13 años. Si cree que podemos tener información de un niño, por favor contáctenos.

Actualizaciones a esta Política

Podemos actualizar esta Política periódicamente para reflejar cambios en nuestras prácticas u obligaciones legales. Por favor revise la Política regularmente, ya que su uso continuo de nuestro sitio web significa su aceptación de cualquier cambio.

Contáctenos

The Meadows at World Golf Village HOA

The Meadows at Saint Johns Owners Association, Inc.

2233 Park Avenue, Suite 103

Orange Park, FL 32073

info@themeadowswgv.com

Adopted by Association Board on December 12, 2024

GLOSSARY

Term	Definition
ARC	Architectural Review Committee (a Standing Committee of The Meadows at Saint Johns Owners Association, Inc. (dba The Meadows at World Golf Village))
Archive	The long-term preservation storage of records that have ongoing value beyond their minimum retention period.
Archive Transfer Log	A permanent log documenting the transfer of physical or digital records into long-term archive storage, including original record descriptions, dates, digitization details, and disposition of originals.
Association	The Meadows at Saint Johns Owners Association, Inc., doing business as The Meadows at World Golf Village HOA.
Barrier	Any structure, device, or object designed to prevent passage, provide separation, restrict view, create privacy, or screen items from view, regardless of size, configuration, or material. This includes but is not limited to fences, walls, screens, panels, lattice structures, and similar installations.
BOD	The Board of Directors of The Meadows at Saint Johns Owners Association, Inc. (dba The Meadows at World Golf Village)
By-Laws	The By-Laws of The Meadows at Saint Johns Owners Association, Inc.
Certificate of Destruction	A formal document certifying the secure destruction of Association records, identifying the records destroyed, method of destruction, date, and responsible parties. Retained permanently.
CINC Systems	The Association's authorized portal service provider used to host and manage the Online Document Web Access Portal.
Covenants	Declaration of Covenants, Conditions, Restrictions and Easements for the Meadows at Saint Johns

Destruction	The permanent and secure disposal of Association records through approved methods, including cross-cut shredding of physical documents and DOD-compliant deletion of electronic records.
Destruction Log	A permanent record documenting each destruction event, including the description of records destroyed, retention period expiration, Board approval reference, date and method of destruction, and names of individuals involved.
Electronic Records	Any Association record created, generated, sent, communicated, received, or stored by electronic means, including email, digital files, audio/video recordings, and social media content related to Association business.
Enclosure	A structure that surrounds or encloses an object or area on its sides, which may include a top/roof component.
Fence	A structure typically made of posts connected by boards, wire, rails, or netting, used to mark a boundary, create separation between areas, prevent passage, provide screening, or partially or completely enclose an area. A fence may stand alone as a linear barrier or connect to other structures to create partial or complete enclosure.
Gate	A movable barrier, typically hinged, that controls access through an opening in a fence, wall, or similar enclosure.
HOA	A Homeowners Association (HOA) is a self-governing organization in a subdivision community where the homeowner with the purchase of property within an HOA's jurisdiction automatically become members of the HOA and are required to pay dues (HOA fees) to maintain the neighborhood and to uphold predetermined rules and regulations
Legal Hold	A notification (also known as a litigation hold or preservation order) that suspends normal record disposition due to current or anticipated litigation, government investigation, audit, or similar matter.
Legal Hold Log	A record maintained by the custodian documenting the details, scope, actions taken, and release of each Legal Hold.
Management	The community association management firm retained by the Board of Directors of The Meadows at Saint Johns Owners Association, Inc. (dba

	The Meadows at World Golf Village) to assist the BOD in the administration of the affairs of the HOA.
Notices Subpage	The dedicated subpage of the Association's website at www.themeadowswgv.com/notices , used for posting meeting notices, agendas, and related documents as required by Florida Statute 720.303(4)(b).
Official Records	Records as defined and required to be maintained by Florida Statute 720.303(4), including but not limited to governing documents, meeting minutes, financial records, contracts, insurance policies, and member records.
Online Document Web Access Portal	The password-protected area of the Association's website that is accessible only to parcel owners and authorized Association employees, maintained pursuant to Florida Statute 720.303(4)(b).
Parcel Owner	A person or entity that is the owner of record of a lot in The Meadows at Saint Johns subdivision and a member of the Association.
PDF/A	A file format based on PDF, standardized as an ISO format for use in archiving and long-term preservation of electronic documents.
Privacy Screen	A free-standing or attached structure designed primarily to block visibility to specific areas or items without necessarily enclosing an area completely. All privacy screens are considered barriers.
Record Custodian	The person designated by the Board to manage the Association's official records, including inspection requests, retention tracking, and destruction procedures.
Record Series	A group of related records normally used and filed as a unit and subject to the same retention schedule.
Resident	A non-owner occupant of a lot within The Meadows at Saint Johns, including tenants and other authorized occupants.
Retention Period	The minimum length of time a record must be maintained before it is eligible for destruction, as established in Part I of this document.

Screening Device	Any structure, panel, lattice, or similar object intended to conceal, hide, or reduce visibility to specific items or areas. All screening devices are considered barriers.
Shed	For purposes of the Covenants Section 8.5, "shed" means any detached structure used primarily for storage that lacks a permanent foundation, is constructed of lightweight or portable materials, or can be relocated without major reconstruction. This includes, but is not limited to, pre-fabricated storage kits, structures sitting on blocks or skids, portable storage containers, and any structure marketed or designed as temporary or movable.
Spoilation	The intentional, reckless, or negligent destruction, alteration, fabrication, or failure to preserve evidence relevant to legal proceedings.
Structure	For purposes of the Covenants Section 8.1, "structure" shall mean a roofed and enclosed building or edifice, but does not include decks, patios, fences, driveways, walkways, swimming pools, pool enclosures, open pergolas, landscaping features, or other site improvements that do not constitute buildings.
Temporary or Movable Structure	A structure is "temporary or movable" if it meets any of the following criteria: (a) not anchored to a permanent poured concrete foundation with footings or piers; (b) made primarily of lightweight portable materials; (c) pre-fabricated kit structure that can be disassembled into transportable pieces; or (d) can be moved without major reconstruction.
Wall	A solid vertical structure of brick, stone, concrete, or other rigid material that encloses an area, marks a boundary, provide separation, prevents passage, or screens views. All walls are considered barriers.
Website	The Official Page for The Meadows at World Golf Village - HOA HTTPS://THEMEADOWSWG.V.COM/

MEA-2026.05.26.144100

Notes

