

**The Meadows at WGV – Board of Director’s Special Business Meeting  
December 12, 2024 at 7:00 P.M. – Online & via Phone \*\***

# Agenda

## **ASSOCIATION RULES & REGULATIONS PROPOSED CHANGES - 1ST READ**

Meeting Called to Order

Opening Remarks

### **Old Business**

- Public Notice Board within Community
- Landscaping - Entrance Way
  - o Christmas Lights Committee
- Federal Corporate Transparency Act – Filing
- Letter to SJC BCC - 315 Meadowlark Lane
- 2025 Calendar of Regular Meetings of Board of Directors
- **BOARD OF DIRECTORS - POLICY-PROCEDURE-STANDARDS UPDATES**
  - o Policy-Procedure for Online Document Access Portal
  - o Policy-Procedure for Association Records Retention
  - o Policy and Standard for Hurricane Protection Specifications
  - o Policy-Procedure for Marketable Record Title Act (MRTA)
  - o Policy and Standard for Reasonableness Standard
  - o Review and Update of Website Privacy Policy
  - o Policy-Procedure for Reserve Account Management
- **ASSOCIATION RULES & REGULATIONS PROPOSED CHANGES - 1ST READ**
  - o Review and Update of Enforcement, Violation Notices, and Fines Procedure
  - o Rules & Regulations Update for recent changes
  - o Architectural Guidelines Update for recent changes



Event Info

### **Open to those attending for comments, feedback and questions**

- Additional comments, feedback and questions

Closing Remarks

Adjournment

**\*\* Web & Phone Connection Information: <https://themeadowswgv.com/>**

***On HOA Web Site – Home Page – Bottom - Association Events Section***

**=====**

**Join Zoom Meeting - Video Conference (On-Line) & By Phone (Voice Only)**

***Register in advance for this meeting:***

**<https://zoom.us/meeting/register/tJ0sf--hqDwoE9b-3b3WqlbKDX9yFFhFpwhT>**

***After registering, you will receive a confirmation email containing information about joining the meeting.***

# ATTACHMENTS

001-Meadows HOA - BOD Meeting Calendar 2025.pdf  
002-Motion To Implement Online Document Web Access Portal.pdf  
003-Motion To Implement Digital Distribution System For Governing Documents.pdf  
004-Motion To Implement Website Posting Requirements Of Meeting Notices.pdf  
005-Motion To Adopt Policy And Procedure For Online Document Web Access Portal.pdf  
006-Motion To Adopt Association Records Retention Policy.pdf  
007-Motion To Adopt Association Records Management Procedure Manual.pdf  
008-Motion To Adopt Comprehensive Hurricane Protection Standards.pdf  
009-Motion To Implement Annual Review To Preserve Marketable Record Title.pdf  
010-Motion To Adopt The Reasonableness Standard For Evaluating HOA Actions-Decisions.pdf  
011-Motion To Adopt Updated Website Privacy Policy.pdf  
012-Motion To Adopt Policy For Reserve Account Utilization.pdf  
013-Motion To Define And Establish Standards For Reserve Account Management.pdf  
014-Motion To Adopt Process For Addressing Unforeseen Expenses Exceeding The Reserve Balance.pdf

100-Meadows HOA Rules & Regs - Enforcement Markup From Attorney (Sections 238-240).pdf  
101-Meadows HOA Rules & Regs - Draft Combining Sections 238, 239, And 240 Into A Single Section.pdf  
102-Meadows HOA Rules & Regs - 236 Online Document Web Access Portal.pdf  
103-Meadows HOA Rules & Regs - 238 Association Meeting Notices And Meeting Documents.pdf  
104-Meadows HOA Rules & Regs - 237 Association Document Distribution Via Website.pdf  
105-Meadows HOA Rules & Regs - 239 Annual Review To Preserve Association's Legal Authority.pdf  
106-Meadows HOA Rules & Regs - 240 Strategic Financial Management Of Association Funds.pdf

200-HOA Architectural Guidelines - Section 206 - Revision for FL 720\_3035.pdf  
201-HOA Architectural Guidelines - Section 400 - Hurricane Protection.pdf  
202-HOA Architectural Guidelines - Section 314 - Fence - Revision.pdf  
203-HOA Architectural Guidelines - Appendix - Fence Visual And Physical Inspection.pdf  
204-HOA Architectural Guidelines - Section 325 - Roofing - Revision.pdf  
205-HOA Architectural Guidelines - Section 329 - Storage Sheds - Revision.pdf

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

**MOTION ESTABLISHING 2025 BOARD OF DIRECTORS MEETING CALENDAR**

**WHEREAS**, the Board of Directors of The Meadows at Saint Johns Owners Association, Inc. ("Association") dba The Meadows at World Golf Village HOA recognizes the importance of providing transparency and predictability to its members by establishing a clear meeting schedule for the calendar year 2025;

**WHEREAS**, establishing a predetermined meeting schedule allows board members, homeowners, and other stakeholders to plan and coordinate their schedules effectively;

**WHEREAS**, the Board reserves the right to reschedule any announced date and time as necessary, and the President retains the authority to call meetings in accordance with the Association's bylaws;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the following meeting schedule for the calendar year 2025:

**Regular Board of Directors Meetings (7 PM on 3rd Thursday):**

- January 16th, 2025
- March 20th, 2025
- May 15th, 2025
- September 18th, 2025
- October 16th, 2025
- November 20th, 2025

**Tentative Special Board of Directors Meetings (7 PM):**

- February 20th, 2025
- April 17th, 2025
- June 19th, 2025
- July 17th, 2025
- November 6th, 2025
- (For Approval of 2026 Budget & 2026 Assessment, if not completed in October)
- December 18th, 2025

**Members Annual Meeting:**

- Thursday, August 21st, 2025 at 7 PM

**Board of Directors Organizational Meeting:**

- Immediately following the Members Annual Meeting on August 21st, 2025

**BE IT FURTHER RESOLVED** that all tentative Special Board of Directors Meetings shall be confirmed at a regular Board meeting no later than the meeting preceding the tentative meeting to be held;

**BE IT FURTHER RESOLVED** that this schedule is subject to modification at the discretion of the Board President and in compliance with the Association's bylaws.

## MOTION ESTABLISHING 2025 BOARD OF DIRECTORS MEETING CALENDAR

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Adopted by the Association's Board of Directors at its duly noticed meeting and at which a quorum was present, held on the \_\_\_\_ day of \_\_\_\_\_, 2024

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# The Meadows at World Golf Village HOA 2025

## JANUARY

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	<b>16</b>	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FEBRUARY

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23	24	25	26	27	28	

## MARCH

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30	31					

## APRIL

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27	28	29	30			

## MAY

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25	26	27	28	29	30	31

## JUNE

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29	30					

## JULY

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27	28	29	30	31		

## AUGUST

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31						

## SEPTEMBER

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28	29	30				

## OCTOBER

Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30	31	

## NOVEMBER

Su	Mo	Tu	We	Th	Fr	Sa
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30						

## DECEMBER

Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	<b>18</b>	19	20
21	22	23	24	25	26	27
28	29	30	31			

3RD THURSDAY



Regular BOD Meeting



Tentative BOD Dates if Needed



Annual Members Meeting

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

**MOTION TO IMPLEMENT ONLINE DOCUMENT WEB ACCESS PORTAL**

**WHEREAS**, Florida House Bill 1203 (2024) has 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; and

**WHEREAS**, The Meadows at World Golf Village Homeowners Association, Inc. ("Association") consists of 400 parcels and is therefore subject to these new requirements; and

**WHEREAS**, the Association must establish and maintain a secure, password-protected area on its website as a web portal that is accessible only to parcel owners and Association employees; and

**WHEREAS**, Florida Statute 720.303(4)(b) requires specific documents to be posted, including but not limited to articles of incorporation, bylaws, declarations, rules, contracts, budgets, financial reports, insurance policies, director certifications, meeting notices, and agendas; and

**WHEREAS**, Florida Statute 720.303(5)(g) specifically prohibits certain records from being accessible to members or parcel owners, including attorney-client privileged records, information connected with the lease, sale, or transfer of a parcel, personnel records, medical records, personal identifying information, electronic security measures and passwords, Association software and operating systems, and certain affirmative acknowledgments; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby authorizes the implementation of an Online Document Web Access Portal accessible from our website ([themeadowswgv.com](http://themeadowswgv.com)) that complies with Florida Statute 720.303(4)(b) by January 1, 2025; and

**BE IT RESOLVED FURTHER**, that the web portal shall include all required documents as specified in the statute while ensuring that protected information under 720.303(5)(g) is either excluded or properly redacted; and

**BE IT RESOLVED FURTHER**, that the Association shall provide parcel owners with unique usernames and passwords upon written request to access the protected web portal section of the association's website within 10 business days of receiving the request; and

**BE IT RESOLVED FURTHER**, that the Board authorizes necessary expenditures to implement and maintain the web portal in compliance with state law; and

**BE IT RESOLVED FURTHER**, that the Association's management is directed to ensure proper security measures are in place to protect sensitive information and maintain compliance with all applicable laws and regulations, including regularly reviewing and updating the web portal as needed; and

**BE IT FURTHER RESOLVED** that this policy shall take effect immediately and shall be fully implemented no later than January 1, 2025.

**Exhibits:**

**SCHEDULE A - REQUIRED HOA DOCUMENTS TO BE POSTED ON WEB PORTAL - Pursuant to F.S. 720.303(4)(b)**

**SCHEDULE B - RECORDS/INFORMATION EXCLUDED FROM INSPECTION AND COPYING ON HOA WEB PORTAL -  
Pursuant to F.S. 720.303(5)(g)**

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Adopted by the Association's Board of Directors at its duly noticed meeting and at which a quorum was present, held on the \_\_\_\_ day of \_\_\_\_\_, 2024

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# **MOTION TO IMPLEMENT ONLINE DOCUMENT WEB ACCESS PORTAL (2024-11-14)**

## **SCHEDULE A**

### **REQUIRED HOA DOCUMENTS TO BE POSTED ON WEB PORTAL**

#### **Pursuant to F.S. 720.303(4)(b) (2024)**

1. Articles of incorporation and all amendments
2. Recorded bylaws and all amendments
3. Declaration of covenants and all amendments
4. Current association rules
5. List of all current executory contracts
6. List of bids received within the past year (after bidding has closed)
7. Annual budget
8. Any proposed budgets for consideration
9. Annual Financial reports
10. Monthly income/expense statements to be considered at board meetings
11. Current insurance policies
12. Director certification documentation as required by F.S. 720.3033(1)(a)
13. All contracts or transactions between the association and:
  - Any director
  - Any officer
  - Any corporation, firm, or association that is not an affiliated homeowners' association
  - Any entity in which a director is also a director/officer or has financial interest
14. Any contracts or documents regarding conflict of interest or possible conflict of interest under F.S. 468.436(2)(b)6 and 720.3033(2)
15. Meeting notices and agendas:
  - Member meeting notices and agendas (posted at least 14 days before meeting)
  - Documents to be considered/voted on by members (posted at least 7 days before meeting)
  - Board meeting notices, agendas, and documents required for board meeting
16. May, but not required, include any other written records of the association related to the operation of the association not specifically prohibited

# MOTION TO IMPLEMENT ONLINE DOCUMENT WEB ACCESS PORTAL (2024-11-14)

## SCHEDULE B

### RECORDS/INFORMATION EXCLUDED FROM INSPECTION AND COPYING ON HOA WEB PORTAL

#### Pursuant to F.S. 720.303(5)(g) (2024)

The following records and information **shall not be** accessible through the HOA Web Portal:

1. Records protected by attorney-client privilege or work-product privilege, including:
  - Records prepared by association attorney
  - Records reflecting legal strategy
  - Records prepared for litigation or administrative proceedings
2. Information connected with the lease, sale, or transfer of parcels
3. Personnel records of association/management company employees, including:
  - Disciplinary records
  - Payroll records
  - Health records
  - Insurance records
  - Not included: employment agreements and compensation information in budgetary records
4. Medical records of parcel owners or residents
5. Personal identifying information:
  - Social security numbers
  - Driver license numbers
  - Credit card numbers
  - Email addresses
  - Phone numbers
  - Fax numbers
  - Emergency contact information
  - Alternative addresses (Except name, parcel designation, mailing address, property address, and authorized telephone numbers)
6. Electronic security measures and passwords
7. Association software and operating systems
8. Affirmative acknowledgments made under F.S. 720.3085(3)(c)3

*The association is not liable for the disclosure of information that is protected under F.S. 720.303(5)(g) if the information is included in an official record of the association and is voluntarily provided by an owner and not requested by the association.*



RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE

**Motion to Implement Digital Distribution System for  
Association Rules, Covenants, and Amendments**

**WHEREAS**, Florida Statute 720.303(15) requires homeowners associations to provide copies of rules and covenants to all members; and

**WHEREAS**, the Association has notified all members in July 2024 of its intent to utilize its website for distribution of these documents; and

**WHEREAS**, the Board of Directors desires to formally implement these statutory requirements;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Association shall maintain a dedicated "**Download**" subpage on its website ([www.themeadowswgv.com/download](http://www.themeadowswgv.com/download)), conspicuously visible and linked from the homepage.
2. The Association shall maintain current copies of all rules and covenants on the "**Download**" subpage on its website.
3. All new members shall be provided access to these documents through the website.
4. When rules or covenants are amended:
  - Notice shall be delivered to all members regarding the amendments
  - Updated documents shall be posted on the website
  - Notice regarding the amendments shall be posted on the website
  - Members may request digital copies via email or physical copies via USPS mail
  - Notice shall specify how to obtain updated documents
5. Distribution notices shall be delivered:
  - By email to members who have consented to electronic notices
  - By USPS mail to all other members at their official record address
6. This resolution shall take effect immediately upon adoption.

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Adopted by the Association's Board of Directors at its duly noticed meeting and at which a quorum was present, held on the \_\_\_\_ day of \_\_\_\_\_, 2024

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE

**Motion to Implement Website Posting Requirements for  
Association Meeting Notices, Agendas, and Related Documents**

**WHEREAS**, Florida Statute 720.303(4)(b)l and 720.303(4)(b)m require homeowners associations to post meeting notices and agendas on the association's website; and

**WHEREAS**, the Association has notified all members in July 2024 of its implementation of website posting requirements; and

**WHEREAS**, the Board of Directors desires to formally implement these statutory requirements;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Association shall maintain a dedicated "**Notices**" subpage on its website ([www.themeadowswgv.com/notices](http://www.themeadowswgv.com/notices)), conspicuously visible and linked from the homepage.
2. All member meeting notices and agendas shall be posted on the "**Notices**" page at least 14 days before such meetings.
3. Any documents to be considered and voted on during member meetings shall be posted at least 7 days before the meeting.
4. Board meeting notices, agendas, and required documents shall be posted according to Association Bylaws requirements.
5. This resolution shall take effect immediately upon adoption.

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Adopted by the Association's Board of Directors at its duly noticed meeting and at which a quorum was present, held on the \_\_\_\_ day of \_\_\_\_\_, 2024

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

**MOTION TO ADOPT POLICY AND PROCEDURE FOR ONLINE DOCUMENT WEB ACCESS PORTAL  
IN COMPLIANCE WITH FLORIDA STATUTE 720.303(4)(b)**

**WHEREAS**, Florida Statute 720.303(4)(b) requires homeowners associations with 100 or more parcels to make certain documents accessible to members through a website by January 1, 2025; and

**WHEREAS**, The Meadows at World Golf Village Homeowners Association, Inc. ("Association") consists of 400 parcels and is therefore subject to these new requirements; and

**WHEREAS**, the association seeks to comply with this requirement in a manner that is secure, efficient, and beneficial to our members;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the following policy and procedure as outlined; and

**BE IT FURTHER RESOLVED** that this policy shall take effect immediately and shall be fully implemented no later than January 1, 2025.

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**ONLINE DOCUMENT WEB ACCESS PORTAL POLICY AND PROCEDURE**

**1. Document Portal Creation:**

- a. The association shall establish a secure online web portal accessible from our website.
- b. This portal shall be inaccessible to the general public and accessible only to parcel owners and authorized association employees.

**2. Access for Parcel Owners:**

- a. Upon written request, each parcel owner shall be provided with a unique username and password to access the protected sections of the portal.
- b. The association shall maintain a secure system for managing these credentials.
- c. When a parcel owner sells their property, the association shall promptly revoke that owner's access credentials. Parcel owners are responsible for notifying the association in writing when they sell their property so their web portal access can be terminated.

**3. Documents to be Posted:**

The following documents shall be posted and maintained on the portal:

- a. Articles of incorporation and amendments
- b. Recorded bylaws and amendments
- c. Declaration of covenants and amendments
- d. Current association rules
- e. List of current executory contracts or documents
- f. List of bids received within the past year (after bidding has closed)
- g. Annual budget and proposed budgets
- h. Financial reports and monthly income/expense statements (when applicable)
- i. Current insurance policies
- j. Director certifications
- k. Contracts and transactions involving directors, officers, or potential conflicts of interest

**MOTION TO ADOPT POLICY AND PROCEDURE FOR ONLINE DOCUMENT WEB ACCESS PORTAL  
IN COMPLIANCE WITH FLORIDA STATUTE 720.303(4)(B) (2024-11-14)**

- l. Documents regarding conflicts of interest as specified in statute
- m. Notices and agendas for member meetings (at least 14 days prior)
- n. Documents to be considered at member meetings (at least 7 days prior)
- o. Notices, agendas, and required documents for board meetings

**4. Posting Procedures:**

- a. The association shall designate a responsible person or committee to manage the portal.
- b. Documents shall be posted in a timely manner to meet statutory requirements, including notices and agendas at least 14 days before member meetings and documents 7 days before member meetings.
- c. Documents shall be in a downloadable format compatible with mobile devices.
- d. A clear organizational structure shall be used to make documents easily locatable.

**5. Protection of Confidential Information:**

- a. Information restricted under F.S. 720.303(5)(g) shall not be posted on the portal.
- b. All documents shall be reviewed and redacted as necessary before posting to protect confidential information.

**6. Maintenance and Updates:**

- a. The portal shall be regularly maintained to ensure functionality and security.
- b. Documents shall be reviewed at least quarterly to ensure they are current and accurate.
- c. Outdated documents shall be archived or removed as appropriate.
- d. The association shall maintain a secure system for managing user credentials and promptly revoking access for individuals who are no longer authorized, such as former employees, officers, or parcel owners who have sold their property.
- e. The association shall periodically review the list of authorized users and deactivate any accounts for individuals who are no longer eligible for access.

**7. Member Notification:**

- a. Members shall be notified of the portal's existence and how to request access.
- b. Instructions for using the portal shall be made available to all members.
- c. Members shall also be informed of their responsibility to notify the association in writing when they sell their property so their web portal access can be terminated.

**8. Compliance Review:**

The Board shall conduct an annual review to ensure compliance with this policy and relevant Florida statutes, including the proper management and revocation of user credentials, and make any necessary updates to the policy.

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Adopted by the Association's Board of Directors at its duly noticed meeting and  
at which a quorum was present, held on the \_\_\_\_ day of \_\_\_\_\_, 2024

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

**Motion to Adopt Association Records Retention Policy**

**WHEREAS**, Florida Statute 720.303(4)(a) requires homeowners' associations to maintain official records for at least 7 years, unless a longer period is required by governing documents;

**WHEREAS**, certain corporate records must be retained indefinitely;

**WHEREAS**, the Board of Directors has a duty to establish written rules governing the retention and destruction of association records;

**WHEREAS**, Florida Statute 720.303(4)(c) requires that the association's records retention rules and policy must be made available to parcel owners through the association's website;

**WHEREAS**, the Board of Directors desire to implement written rules and guidelines for record-keeping to ensure compliance with Florida Statute 720.303(4) and safeguarding the association's essential records;

**NOW, THEREFORE, BE IT RESOLVED** that the following Association Records Retention Policy dated November 14 2024 is hereby adopted; and

**BE IT FURTHER RESOLVED** that the Board shall review these procedures annually, with such review to be completed no later than October of each year, and shall update the policy as needed to maintain effectiveness and compliance with current laws, association's governing documents and best practices; and

**BE IT FURTHER RESOLVED** that in compliance with Florida Statute 720.303(4)(c), this Association Records Retention Policy shall be posted and maintained on the association's website in a format accessible to all parcel owners, and any updates or amendments to this policy shall likewise be posted within 30 days of adoption; and

**BE IT FURTHER RESOLVED** that this policy shall take effect immediately upon adoption.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Adopted on: [Date]

# Motion to Adopt Association Records Retention Policy

MEA-2024.11.09.165000

## *Association Record Retention Policy*

*Dated: November 14 2024*

### 1. PURPOSE AND SCOPE

#### 1.1 Purpose

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

#### 1.2 Scope

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

#### 1.3 Definitions

- **Official Records:** As referenced in 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
- **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

# Motion to Adopt Association Records Retention Policy

MEA-2024.11.09.165000

## 2. RETENTION SCHEDULE

### 2.1 Permanent Retention:

The following records shall be retained permanently:

- Articles of Incorporation and amendments
- Bylaws and amendments
- Declaration of Covenants and amendments
- Association Rules and Guidelines
- Minutes of all Board and member meetings
- Annual financial statements and tax returns
- Architectural review decisions
- Record Destruction log(s)
- Certificates of Destruction
- Archive Transfer Logs
- Common Area plans, specifications, permits, and warranties
- Major infrastructure project documentation
- Reserve studies
- Insurance claim records for significant events
- Environmental impact studies
- Historical photographs and documents

### 2.2 Seven-Year Retention

The following shall be retained for at least 7 years:

- Accounting records
- Contracts and agreements
- Insurance policies
- Membership records (7 years after transfer)
- Correspondence
- Monthly financial statements/reports
- Meeting notices and agendas (including attachments) with proof of distribution
- Violation notices and enforcement actions
- Risk assessment documentation
- Emergency response plans
- Maintenance records
- All other official records as defined in FS 720.303(4)

# **Motion to Adopt Association Records Retention Policy**

*MEA-2024.11.09.165000*

## **2.3 Shorter Retention Periods**

The following records shall be retained for less than 7 years, as specified:

- Election materials (Ballots, sign-in sheets, voting proxies, and all other papers and electronic records relating to voting by parcel owners): Retain for 1 year after the date of the election, vote, or meeting
- Bids for work: Retain for 1 year after award
- General correspondence: Retain for 3 years
- Social media posts: Retain for 2 years

## **3. RECORDS MANAGEMENT**

### **3.1. Storage and Access:**

Records shall be stored securely, either physically or electronically, in a manner that preserves their integrity and facilitates retrieval.

Access shall be provided to members in accordance with FS 720.303(5).

### **3.2 Destruction of Records:**

- a. The Board shall annually review records that have exceeded retention requirements.
- b. The Board must approve the destruction of any records prior to disposal, through 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
  - Requirement for Certificate of Destruction upon completion
- c. All physical documents shall be securely shredded, either in-house or by a professional shredding service.
- d. All digital records shall be permanently deleted using specialized data destruction software.
- e. A detailed destruction log of destroyed records shall be maintained, clearly recording:
  - Description of records
  - Date range of records
  - Date of Board approval for destruction
  - Date and method of destruction
  - Name of person(s) who destroyed the records
- f. The record destruction logs shall be kept permanently.



## Motion to Adopt Association Records Retention Policy

MEA-2024.11.09.165000

g. For each destruction event, a Certificate of Destruction shall be created containing:

- Name and address of the association
- Date of destruction
- Method of destruction
- Description of records destroyed (matching destruction log entry)
- If using a third-party service:
  - Name and address of destruction company
  - Certification number (if applicable)
  - Signature of destruction company representative
- If destroyed in-house:
  - Names and signatures of two board members or authorized representatives witnessing the destruction
- Reference number linking to the destruction log entry

h. Certificates of Destruction shall be retained permanently with the destruction logs.

### 3.3 Archiving

Records selected for long-term archival preservation shall be managed as follows:

a) Physical to Digital Conversion:

- Records shall be scanned at minimum 300 DPI in PDF/A format
- Quality control check must be performed to ensure readability
- Original metadata must be preserved and documented
- Chain of custody documentation must be maintained

b) Archive Documentation Requirements:

- Create an Archive Transfer Log containing:
  - Original record description and date range
  - Date of digitization
  - Person performing digitization
  - Quality control verification
  - Digital storage location/path
  - Original record disposition (destroyed or retained)
  - Board approval date for archiving

c) Digital Archive Standards:

- Use standardized folder structure: Archive/YYYY/RecordType/

## Motion to Adopt Association Records Retention Policy

MEA-2024.11.09.165000

- Apply archive-specific metadata tags
- Maintain separate backup system for archived records
- Annual integrity check of archived files
- Maintain access logs for archived records

### d) Original Record Disposition:

- Physical records approved for destruction after digitization must follow secure destruction procedures in Section 3.2
- Certificate of Destruction must reference both:
  - The Archive Transfer Log entry
  - The specific digital files created from the destroyed physical records
- Maintain cross-reference between Archive Transfer Log and Certificate of Destruction in metadata

### 3.5. Electronic Records Management:

The following standards should be followed when records are stored electronically:

- File Naming Convention: YYYY-MM-DD\_DocumentType\_Description
- Required Formats: PDF/A for long-term retention
- Metadata Requirements:
  - Creation date, author, category, retention period
  - For destroyed records: Reference numbers linking to associated Certificates of Destruction
- Version Control: Major versions numbered (v1.0, v2.0); minor updates lettered (v1.1a)
- Directory Structure: Organized by year, then by record type
- Electronic Signature Requirements: Use of certified digital signatures for official documents
- Encryption Requirements: AES-256 encryption for sensitive data and for backup storage
- Disaster Recovery: 24-hour recovery time objective

Electronic records shall be regularly backed up and should include off-site Online Backup storage.

When software systems are upgraded or changed, the Association shall ensure records remain accessible.

### 3.6. Compliance and Updates:

This policy shall be reviewed annually by the board of directors and updated as needed to maintain effectiveness and to ensure compliance with applicable laws, association's governing documents and best practices.

# Motion to Adopt Association Records Retention Policy

MEA-2024.11.09.165000

## 4. PROCEDURES

### 4.1 Annual Records Review

On an annual basis, the association shall:

- Index any new official records added during the past year
- Identify any records that have met their retention period
- Obtain board approval, including a detailed listing of the records to be destroyed, prior to securely disposing of the expired records
- Document the destruction process in both:
  - The permanent destruction log
  - A Certificate of Destruction for each destruction event
- File both the destruction log entry and Certificate of Destruction in permanent records

### 4.2 Secure Destruction

The association shall maintain:

a) A permanent destruction log, including:

- Type of records
- Date range
- Date of destruction
- Method used
- Signature of the authorized individual(s)
- Reference number linking to Certificate of Destruction

b) Certificates of Destruction for each destruction event as specified in Section 3.2(g)

When destroying records, the association shall use:

- **Physical Records:**
  - Cross-cut shredding or certified destruction service
  - Two authorized witnesses for in-house destruction
  - Professional service must provide their Certificate of Destruction
- **Electronic Records:**
  - DOD-compliant secure deletion
  - Screen captures or system logs as supporting documentation
  - Two authorized witnesses to verify deletion process
- **Media Destruction:**
  - Physical destruction of storage devices

## **Motion to Adopt Association Records Retention Policy**

*MEA-2024.11.09.165000*

- Two authorized witnesses or professional service required
- Serial numbers of destroyed devices must be recorded

### **4.3 Statutory Compliance**

The association shall be aware of and comply with all applicable state laws regarding record retention and destruction, including:

- Maintaining official records for at least 7 years as required by Florida Statute 720.303(4)(a)
- Recognizing that the destruction of accounting records within 7 years is a first-degree misdemeanor
- Ensuring the association's records are available digitally as required by Florida Statute 720.303(4)(b)

### **4.4 Special Considerations**

When determining whether to destroy records, the association shall consider:

- Keeping certain records, such as governing documents, meeting minutes, financial statements, and plans/specifications for common area improvements, permanently
- Retaining records related to frequently disputed issues (e.g., architectural approvals) for longer periods
- Preserving documents that may be needed for future reference, historical value or legal matters, such as infrastructure and improvement records for the common areas
- Creating and maintaining proper destruction documentation through both logs and Certificates of Destruction, especially for sensitive or confidential records

### **4.5 Archive Transfer Procedures**

#### **4.5.1 Physical to Digital Archive Transfer**

When transferring physical records to digital archive:

a) Preparation:

- Review records for archival eligibility
- Obtain board approval for archival transfer
- Create Archive Transfer Log entry
- Prepare records for scanning

b) Processing:

- Digitize according to standards in Section 3.3
- Perform quality control check
- Update Archive Transfer Log with digital location
- Apply required metadata and archive tags

## Motion to Adopt Association Records Retention Policy

MEA-2024.11.09.165000

### c) Completion:

- Obtain board approval for original record destruction
- Obtain Certificate of Destruction for original physical records
- Cross-reference Certificate of Destruction with Archive Transfer Log
- Update Archive Transfer Log with destruction details
- File Archive Transfer Log entry in permanent records
- Update master records index

### 4.5.2 Digital Archive Transfer

When transferring digital records to long-term archive:

#### a) Selection:

- Identify records meeting archive criteria
- Obtain board approval for archive transfer
- Create Archive Transfer Log entry

#### b) Processing:

- Convert to PDF/A if not already in approved format
- Apply archive metadata tags
- Move to archive storage location
- Update access permissions

#### c) Documentation:

- Update Archive Transfer Log with new location
- Document in master records index
- Create archive access log entry

## 5. LEGAL COMPLIANCE AND HOLDS

### 5.1 Legal Hold Procedures

#### 5.1.1 Legal Hold Definition and Sources

A Legal Hold (also known as a "litigation hold" or "preservation order") is a notification issued as a result of current or anticipated litigation, audit, government investigation or other similar matter that suspends the normal disposition or processing of records. Legal Holds may be initiated by:

- External sources:
  - Court orders

## Motion to Adopt Association Records Retention Policy

MEA-2024.11.09.165000

- Government agencies
- Opposition counsel
- Regulatory bodies
- Internal sources:
  - Association's legal counsel
  - Board of Directors upon advice of counsel
  - Insurance carriers

The intent of a Legal Hold is to preserve all relevant information when litigation is reasonably anticipated or ongoing, to ensure:

- Prevention of spoliation (destruction) of evidence
- Maintenance of data integrity
- Compliance with legal discovery obligations
- Protection of the association's legal interests

### 5.1.2 Legal Hold Implementation

The association, upon receipt or issuance of a Legal Hold notice, shall:

#### a) Immediate Actions:

- Immediately suspend all destruction or deletion of records
- Identify and preserve all potentially relevant records, regardless of retention schedule
- Notify all relevant parties who may have custody of pertinent records
- Disable any automatic deletion or archiving systems for affected records

#### b) Documentation Requirements:

- Create a Legal Hold log entry containing:
  - Date and source of Legal Hold
  - Scope of records affected
  - Custodians notified
  - Systems or processes affected
  - Description of preservation measures taken

#### c) Ongoing Management:

- Conduct periodic review of hold status and compliance
- Document any new records that fall within hold scope
- Monitor and document any violations of the Legal Hold
- Maintain chain of custody documentation

## Motion to Adopt Association Records Retention Policy

MEA-2024.11.09.165000

- Regular verification of preserved data integrity

### d) Hold Release Process:

- Obtain written confirmation of hold release from issuing authority
- Document the termination of the hold
- Return affected records to normal retention schedule
- Update Legal Hold log with release information

### 5.1.3 Legal Hold Compliance

The association shall:

- Train relevant personnel on Legal Hold procedures
- Maintain documentation of all Legal Hold activities
- Regularly review and update Legal Hold procedures
- Consult with legal counsel regarding Hold scope and requirements
- Document any technical limitations in preserving data
- Report any violations or potential violations immediately to counsel

### 5.2 Parcel Owner Inspection and Copying Of Records

The association shall ensure that the official records for at least 7 years, in compliance with F.S. 720.303(5), are made available to a parcel owner for inspection or photocopying within 10 business days after receipt by the board or its designee of a written request from the parcel owner.

## 6. POLICY REVIEW AND UPDATES

### 6.1 Annual Policy Review

The Board will conduct an annual review of this policy to address any ineffectiveness and to ensure compliance with current laws, association's governing documents and best practices.

### 6.2 Implementation of Updates

When updates are required:

- The Board will review and approve changes by resolution.
- Updated policy will be made available to the parcel owners through the association's website.

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**History:** 2024-11-14, New;

MEA-2024.11.09.165000

Chapter 720	Homeowners' Associations
Section 303	Association powers and duties; meetings of board; official records; budgets; financial reporting; association funds; recalls.

720.303 Association powers and duties; meetings of board; official records; budgets; financial reporting; association funds; recalls.—

**(4) OFFICIAL RECORDS.—**

(a) The association shall maintain each of the following items, when applicable, for at least 7 years, unless the governing documents of the association require a longer period of time, which constitute the official records of the association:

1. Copies of any plans, specifications, permits, and warranties related to improvements constructed on the common areas or other property that the association is obligated to maintain, repair, or replace.
2. A copy of the bylaws of the association and of each amendment to the bylaws.
3. A copy of the articles of incorporation of the association and of each amendment thereto.
4. A copy of the declaration of covenants and a copy of each amendment thereto.
5. A copy of the current rules of the homeowners' association.
6. The minutes of all meetings of the board of directors and of the members.
7. A current roster of all members and their designated mailing addresses and parcel identifications. A member's designated mailing address is the member's property address, unless the member has sent written notice to the association requesting that a different mailing address be used for all required notices. The association shall also maintain the e-mail addresses and the facsimile numbers designated by members for receiving notice sent by electronic transmission of those members consenting to receive notice by electronic transmission. A member's e-mail address is the e-mail address the member provided when consenting in writing to receiving notice by electronic transmission, unless the member has sent written notice to the association requesting that a different e-mail address be used for all required notices. The e-mail addresses and facsimile numbers provided by members to receive notice by electronic transmission must be removed from association records when the member revokes consent to receive notice by electronic transmission. However, the association is not liable for an erroneous disclosure of the e-mail address or the facsimile number for receiving electronic transmission of notices.
8. All of the association's insurance policies or a copy thereof.
9. 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 are considered official records and must be kept for a period of 1 year.
10. The financial and accounting records of the association, kept according to good accounting practices. The financial and accounting records must include:
  - a. Accurate, itemized, and detailed records of all receipts and expenditures.
  - b. A current account and a periodic statement of the account for each member, designating the name and current address of each member who is obligated to pay assessments, the due date and amount of each assessment or other charge against the member, the date and amount of each payment on the account, and the balance due.
  - c. All tax returns, financial statements, and financial reports of the association.
  - d. Any other records that identify, measure, record, or communicate financial information.
11. A copy of the disclosure summary described in s. 720.401(1).
12. Ballots, sign-in sheets, voting proxies, and all other papers and electronic records relating to voting by parcel owners, which must be maintained for at least 1 year after the date of the election, vote, or meeting.
13. All affirmative acknowledgments made pursuant to s. 720.3085(3)(c)3.
14. All other written records of the association not specifically included in this subsection which are related to the operation of the association.

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(b)1. By January 1, 2025, an association that has 100 or more parcels shall post the following documents on its website or make available such documents through an application that can be downloaded on a mobile device:



Chapter 720 Homeowners' Associations

Section 303 Association powers and duties; meetings of board; official records; budgets; financial reporting; association funds; recalls.

- a. The articles of incorporation of the association and each amendment thereto.
  - b. The recorded bylaws of the association and each amendment thereto.
  - c. The declaration of covenants and a copy of each amendment thereto.
  - d. The current rules of the association.
  - e. 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.
  - f. The annual budget required by subsection (6) and any proposed budget to be considered at the annual meeting.
  - g. The financial report required by subsection (7) and any monthly income or expense statement to be considered at a meeting.
  - h. The association's current insurance policies.
  - i. The certification of each director as required by s. 720.3033(1)(a).
  - j. 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.
  - k. 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).
  - l. 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.
  - m. Notice of any board meeting, the agenda, and any other document required for such meeting as required by subsection (3), which must be posted on the website or application no later than the date required for notice under subsection (3).
2. The association's website or application must be accessible through the Internet and must contain a subpage, web portal, or other protected electronic location that is inaccessible to the general public and accessible only to parcel owners and employees of the association.
  3. Upon written request by a parcel owner, the association must provide the parcel owner with a username and password and access to the protected sections of the association's website or application which contains the official documents of the association.
  4. The association shall ensure that the information and records described in paragraph (5)(g), which are not allowed to be accessible to parcel owners, are not posted on the association's website or application. If protected information or information restricted from being accessible to parcel owners is included in documents that are required to be posted on the association's website or application, the association must ensure the information is redacted before posting the documents. Notwithstanding the foregoing, the association or its authorized agent is not liable for disclosing information that is protected or restricted under paragraph (5)(g) unless such disclosure was made with a knowing or intentional disregard of the protected or restricted nature of such information.
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- (c) The association shall adopt written 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 retained pursuant to paragraph (a). Such information must be made available to the parcel owners through the association's website or application.

Chapter 720	Homeowners' Associations
Section 303	Association powers and duties; meetings of board; official records; budgets; financial reporting; association funds; recalls.

720.303 Association powers and duties; meetings of board; official records; budgets; financial reporting; association funds; recalls.—

### (5) INSPECTION AND COPYING OF RECORDS.—

(a) Unless otherwise provided by law or the governing documents of the association, the official records must be maintained within this state for at least 7 years and be made available to a parcel owner for inspection or photocopying within 45 miles of the community or within the county in which the association is located within 10 business days after receipt by the board or its designee of a written request from the parcel owner. This subsection may be complied with by having a copy of the official records available for inspection or copying in the community or by making the records available to a parcel owner electronically via the Internet or by allowing the records to be viewed in electronic format on a computer screen and printed upon request. If the association has a photocopy machine available where the records are maintained, it must provide parcel owners with copies on request during the inspection if the entire request is limited to no more than 25 pages. An association shall allow a member or his or her authorized representative to use a portable device, including a smartphone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make an electronic copy of the official records in lieu of the association's providing the member or his or her authorized representative with a copy of such records. The association may not charge a fee to a member or his or her authorized representative for the use of a portable device.

(b) The failure of an association to provide access to the records within 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 this subsection.

(c) A member denied access to official records is entitled to the actual damages or minimum damages for the association's willful failure to comply with this subsection. The minimum damages are to be \$50 per calendar day up to 10 days, the calculation to begin on the 11th business day after receipt of the written request.

(d) Any director or member of the board or association or a community association manager who knowingly, willfully, and repeatedly violates paragraph (a), with the intent of causing harm to the association or one or more of its members, commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. For purposes of this paragraph, the term "repeatedly" means two or more violations within a 12-month period.

(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 knowingly or intentionally fails to create or maintain accounting records that are required to be created or maintained, with the intent of causing harm to the association or one or more of its members, commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(f) Any person who willfully and knowingly refuses to release or otherwise produce association records with the intent to avoid or escape detection, arrest, trial, or punishment for the commission of a crime, or to assist another person with such avoidance or escape, commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(g) The association may adopt reasonable written rules governing the frequency, time, location, notice, records to be inspected, and manner of inspections, but may not require a parcel owner to demonstrate any proper purpose for the inspection, state any reason for the inspection, or limit a parcel owner's right to inspect records to less than one 8-hour business day per month. The association may impose fees to cover the costs of providing copies of the official records, including the costs of copying and the costs required for personnel to retrieve and copy the records if the time spent retrieving and copying the records exceeds one-half hour and if the personnel costs do not exceed \$20 per hour. Personnel costs may not be charged for records requests that result in the copying of 25 or fewer pages. The association may charge up to 25 cents per page for copies made on the association's photocopier. If the association does not have a photocopy machine available where the records are kept, or if the records requested to be copied exceed 25 pages in length, the association may have copies made by an outside duplicating service and may charge the actual cost of copying, as supported by the vendor invoice. The association shall maintain an adequate number of copies of the recorded governing documents, to ensure their availability to members and prospective members. Notwithstanding this subsection, the following records are not accessible to members or parcel owners:

1. Any record protected by the lawyer-client privilege as described in s. 90.502 and any record protected by the work-product privilege, including, but not limited to, a record prepared by an association attorney or prepared at the attorney's express direction which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the association and which was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings or which was prepared in anticipation of such litigation or proceedings until the conclusion of the litigation or proceedings.
2. Information obtained by an association in connection with the approval of the lease, sale, or other transfer of a parcel.
3. Information an association obtains in a gated community in connection with guests' visits to parcel owners or community residents.

Chapter 720 Homeowners' Associations

Section 303 Association powers and duties; meetings of board; official records; budgets; financial reporting; association funds; recalls.

4. Personnel records of association or management company employees, including, but not limited to, disciplinary, payroll, health, and insurance records. For purposes of this subparagraph, the term "personnel records" does not include written employment agreements with an association or management company employee or budgetary or financial records that indicate the compensation paid to an association or management company employee.

5. Medical records of parcel owners or community residents.

6. Social security numbers, driver license numbers, credit card numbers, electronic mailing addresses, telephone numbers, facsimile numbers, emergency contact information, any addresses for a parcel owner other than as provided for association notice requirements, and other personal identifying information of any person, excluding the person's name, parcel designation, mailing address, and property address. Notwithstanding the restrictions in this subparagraph, an association may print and distribute to parcel owners a directory containing the name, parcel address, and all telephone numbers of each parcel owner. However, an owner may exclude his or her telephone numbers from the directory by so requesting in writing to the association. An owner may consent in writing to the disclosure of other contact information described in this subparagraph. The association is not liable for the disclosure of information that is protected under this subparagraph if the information is included in an official record of the association and is voluntarily provided by an owner and not requested by the association.

7. Any electronic security measure that is used by the association to safeguard data, including passwords.

8. The software and operating system used by the association which allows the manipulation of data, even if the owner owns a copy of the same software used by the association. The data is part of the official records of the association.

9. All affirmative acknowledgments made pursuant to s. 720.3085(3)(c)3.

(h) The association or its authorized agent is not required to provide a prospective purchaser or lienholder with information about the residential subdivision or the association other than information or documents required by this chapter to be made available or disclosed. The association or its authorized agent may charge a reasonable fee to the prospective purchaser or lienholder or the current parcel owner or member for providing good faith responses to requests for information by or on behalf of a prospective purchaser or lienholder, other than that required by law, if the fee does not exceed \$150 plus the reasonable cost of photocopying and any attorney fees incurred by the association in connection with the response.

(i) If an association receives a subpoena for records from a law enforcement agency, the association must provide a copy of such records or otherwise make the records available for inspection and copying to a law enforcement agency within 5 business days after receipt of the subpoena, unless otherwise specified by the law enforcement agency or subpoena. An association must assist a law enforcement agency in its investigation to the extent permissible by law.

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

**Motion to Adopt Association Records Management Procedures Manual**

**WHEREAS**, Florida Statute 720.303(4) requires homeowners' associations to maintain official records for at least 7 years, unless a longer period is required by governing documents; and

**WHEREAS**, certain corporate records must be retained permanently pursuant to Florida law and best practices for corporate governance; and

**WHEREAS**, the Board of Directors has previously adopted an Association Records Retention Policy; and

**WHEREAS**, detailed procedures are necessary to implement this policy effectively and ensure consistent compliance; and

**WHEREAS**, standardized procedures will provide clear guidance to association staff, management, and board members; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the Association Records Management Procedures Manual dated November 14 2024, which establishes comprehensive procedures for record-keeping in compliance with the Association Records Retention Policy and Florida Statute 720.303(4), and implements safeguards for the association's essential records; and

**BE IT FURTHER RESOLVED** that the Board shall review these procedures annually, with such review to be completed no later than February of each year, and shall update the procedures as needed to maintain effectiveness and compliance with current laws, the association's governing documents, and industry best practices; and

**BE IT FURTHER RESOLVED** that these procedures shall take effect immediately upon adoption by the Board of Directors.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Adopted on: [Date]

# Motion to Adopt Records Management Procedure Manual

MEA-2024.11.09.164200

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## *Association Records Management Procedures Manual*

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### 1. PURPOSE AND OVERVIEW

These Records Management Procedures outline the steps for managing, accessing, archiving, and securely destroying the association's records. The goal is to ensure compliance with the Official Records Retention Policy and Florida Statute 720.303(4), while safeguarding privacy and ensuring efficient record handling.

### 2. RECORDS MANAGEMENT PROCESS

#### 2.1 Physical Records Storage

- **Storage Conditions:** Physical records will be stored in a secure, climate-controlled area to prevent damage from humidity, water, or fire.
- **Filing System:** All records will be organized in a consistent manner to allow quick access when needed.
- **Access Control:** Only authorized individuals may access physical records. A sign-out log will track all records checked out, including dates and the names of individuals handling the records.

#### 2.2 Electronic Records Storage

- **Storage Standards:** Electronic records will 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 will be performed to safeguard data.
- **Access Control:** Access to electronic records is restricted by individual user accounts, with role-based permissions in place. All access is logged for security.
- **File Organization:** Electronic records will be saved using a standard filing system organized in a consistent manner to allow quick access when needed that has consistent naming conventions, clear labels, consistent inclusion of required metadata and version control when files are updated

### 3. RECORDS INSPECTION AND COPYING PROCEDURES

#### 3.1 Inspection Requests

- **Request Submission:** Members may submit written requests for record inspection to the designated record custodian. Requests are date-stamped upon receipt.

# Motion to Adopt Records Management Procedure Manual

MEA-2024.11.09.164200

- **Acknowledgment and Scheduling:** The custodian will acknowledge the request within two business days and schedule the inspection within ten business days as required by law.

## 3.2 Inspection Process

- **Preparation:** The custodian will prepare records for inspection in a designated area. A staff member will be present to oversee the inspection.
- **Documentation:** A record of all inspected documents, including the date and time of inspection, will be maintained.

## 3.3 Copy Requests

- **Copy Fees:** The association may charge fees for copies based on an approved fee schedule.
- **Payment Collection:** Payment must be collected before copies are provided.
- **Copy Log:** A log will be maintained to document the copies provided, including requestor information.

## 4. RECORDS DESTRUCTION PROCEDURES

### 4.1 Authorization for Destruction

- **Annual Review:** Each year in 2<sup>nd</sup> quarter, the custodian will:
  - Review records to identify those that have met their retention period.
  - Prepare request for the Board approval for Destruction and/or Archiving
    - Request must be approved by a Motion of Board before proceeding.
  - Update retention tracking records for review performed
- **Destruction Log:** A Records Destruction Log entry will be created for each set of records approved for destruction, listing the types of records, dates, and Board approval reference.

### 4.2 Methods of Destruction

- **Physical Records:** Physical documents will 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 documented.
- **Electronic Records:**
  - Electronic records will be permanently deleted using DOD-compliant software, ensuring they cannot be recovered.
  - Physical media containing sensitive data will be physically destroyed when necessary.

### 4.3 Documentation Requirements

- **Destruction Log Details:** Each log entry must include a description of records destroyed, the retention period expiration, destruction date, method used, and names of those involved in the destruction.

# Motion to Adopt Records Management Procedure Manual

MEA-2024.11.09.164200

- **Certificate of Destruction:**
  - For third-party services, the certificate should include the company's name, date, method of destruction, and representative's signature.
  - For in-house destruction, two board members must sign.

## 5. ARCHIVE MANAGEMENT PROCEDURES

### 5.1 Archive Selection Criteria

Records with significant historical, legal, or operational value to the association will be selected for archiving, even if their retention period has expired.

### 5.2 Physical to Digital Archive Transfer

1. **Preparation for Archiving:** Records selected for archiving are reviewed, and Board approval is obtained before the transfer.
2. **Scanning:** Records are scanned at a minimum of 300 DPI in PDF/A format to ensure quality preservation. A quality control check is performed on each file.
3. **Transfer Log:** An Archive Transfer Log entry is created, detailing the original record description, date range, person performing the transfer, and digital location of the archive.

### 5.3 Digital Archive Storage

All digital archives are stored in secure, access-controlled locations.

Archived files are labeled with required metadata for easy retrieval.

### 5.4 Archive Documentation

The Archive Transfer Log will include:

- A description of the original records,
- Date of transfer,
- Person performing and verifying the transfer,
- Storage location, and
- Reference to original record disposition if destroyed.

## 6. LEGAL HOLD PROCEDURES

### 6.1 Initiating a Legal Hold

Upon receiving a legal hold notice, the custodian will immediately:

- Stop all scheduled record destruction activities.

## **Motion to Adopt Records Management Procedure Manual**

*MEA-2024.11.09.164200*

- Notify relevant personnel, including the Board, management, legal counsel, and any third-party storage providers.
- Identify and document affected records
- Preserve all relevant records and materials.

### **6.2 Maintaining a Legal Hold Log**

The custodian will maintain a Legal Hold Log with details of the hold, including:

- Date of hold notice,
- Source and scope of the hold,
- Actions taken to preserve records.

### **6.3 Compliance Monitoring a Legal Hold**

The custodian will:

- Track all Hold deadlines
- Monitor compliance with Hold order
- Report violations of Hold order to the Board and legal counsel
- Recommend improvements to procedure to the Board

### **6.4 Reviewing and Releasing Holds**

The Board will review the status of each hold quarterly and only resume destruction once the hold is officially released and documented in the Legal Hold Log.

## **7. ELECTRONIC RECORDS MANAGEMENT STANDARDS**

### **7.1 Storage and Backup Requirements**

All electronic records must be stored in association-approved systems with encryption, access control, and backup capabilities.

### **7.2 Access Controls**

The association will maintain strict access protocols, including:

- Individual user accounts with role-based permissions,
- Regular password updates per security standards,
- Detailed access logs to monitor record activity.



# Motion to Adopt Records Management Procedure Manual

MEA-2024.11.09.164200

## 7.3 Data Protection Measures

All data transmissions must use secure, encrypted methods, and regular system updates will be conducted to maintain data protection standards.

## 8. FORMS AND LOGS

The following standard forms shall be used:

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

## 9. POLICY REVIEW AND UPDATES

### 9.1 Annual Policy Review

The Board will conduct an annual review of these procedures to ensure compliance with the Official Records Retention Policy and to address any legal, technological, or operational changes.

### 9.2 Implementation of Updates

When updates are required:

- The Board will review and approve changes by resolution.
- Updated procedures will be distributed, and any necessary training will be provided.

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**History:** 2024-11-14, New;

MEA-2024.11.09.164200

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

**Motion to Adopt Hurricane Protection Community Standards Policy**

**WHEREAS**, Florida Statute 720.3035(6) requires homeowners associations to adopt hurricane protection standards for all parcels within the community; and

**WHEREAS**, The Meadows community is located in a hurricane-prone region that routinely encounters high winds, heavy rain, and threat of storm surge from the St Johns River during hurricanes; and

**WHEREAS**, The Meadows community is not located in a High Velocity Hurricane Zone (HVHZ) nor in an area designated as a Wind-Borne Debris Region, the residents can still benefit by the use of hurricane protection products and impact-resistant products at their parcels within the community; and

**WHEREAS**, the Board of Directors aims to establish uniform standards for Hurricane Protection and Impact-Resistant products that comply with relevant building codes, maintain community aesthetics, and provide comprehensive hurricane protection; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the Hurricane Protection Community Standards Policy dated December 12 2024, which establishes comprehensive standard for Hurricane Protection and Impact-Resistant products as required by Florida Statute 720.3035(6); and

**BE IT FURTHER RESOLVED** that the Board shall review these standards and policy annually, with such review to be completed no later than November of each year, and shall update the standards and policy as needed to maintain compliance with current laws, relevant building codes, the association's governing documents, and hurricane protection best practices; and

**BE IT FURTHER RESOLVED** that the Board shall review the Association's Architectural Standards component of the Association's Architectural Guidelines annually, with such review to be completed no later than December of each year, and shall update the Architectural Standards as needed to maintain compliance with current laws, relevant building codes, the association's governing documents, Hurricane Protection Community Standards Policy, and best practices; and

**BE IT FURTHER RESOLVED** that these standards and policy shall take effect immediately upon adoption by the Board of Directors.

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Adopted by the Association's Board of Directors at its duly noticed meeting and  
at which a quorum was present, held on the \_\_\_\_ day of \_\_\_\_\_, 2024

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# Hurricane Protection Community Standards Policy

Effective Date: [Date]

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## ***Hurricane Protection Community Standards Policy***

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### **1. PURPOSE AND SCOPE**

#### **1.1 Purpose**

These Hurricane Protection Community Standards Policy establish uniform hurricane protection standards for all parcels governed by The Meadows at World Golf Village Homeowners Association, Inc. dba The Meadows of World Golf Village ("Association"), as required by Florida Statute 720.3035(6), and to ensure compliance with relevant building codes and community aesthetics.

The Meadows community is located in a hurricane-prone region of Florida that routinely encounters high winds, heavy rain, and threat of storm surge from the St Johns River during hurricanes but is not located in a High Velocity Hurricane Zone (HVHZ) nor in an area designated as a Wind-Borne Debris Region, the residents can still benefit by the use of Hurricane Protection Products at their parcels within the community.

#### **1.2 Scope**

These specifications apply to all parcels within the Association, including single-family homes.

#### **1.3 Definitions**

- **Hurricane Protection Products:** Hurricane protection products means roof systems recognized by the Florida Building Code which meet ASCE 7-22 standards, permanent fixed storm shutters, roll-down track storm shutters, impact-resistant windows and doors, polycarbonate panels, reinforced garage doors, erosion controls, exterior fixed generators, fuel storage tanks, and other hurricane protection products used to preserve and protect the structures or improvements on a parcel governed by the association and which are code compliant.
- **Unified Building Scheme:** The overall architectural style and design of the community, as defined in the Association CC&Rs and architectural guidelines.
- **ASCE 7-22:** ASCE 7-22 refers to the "Minimum Design Loads and Associated Criteria for Buildings and Other Structures" standard published by the American Society of Civil Engineers (ASCE). It is a widely used professional standard that describes the means for determining design loads for buildings and other structures, including wind, seismic, snow, rain, ice, and flood loads.

# Hurricane Protection Community Standards Policy

*Effective Date: [Date]*

- **High Velocity Hurricane Zone (HVHZ):** A High Velocity Hurricane Zone is an area designated by the Florida Building Code as being particularly prone to severe hurricane damage. Specifically, Miami-Dade, Broward, and Coastal Palm Beach Counties in Florida are considered to be in a High Velocity Hurricane Zone. Building products used in these zones must be tested to withstand the most severe weather conditions.
- **Wind-Borne Debris Region:** According to the Florida Building Code, a Wind-Borne Debris Region is defined as areas within hurricane-prone regions located:
  - Within 1 mile (1.61 km) of the coastal mean high water line where the ultimate design wind speed, Vult, is 130 mph (58 m/s) or greater; or
  - In areas where the ultimate design wind speed, Vult, is 140 mph (63.6 m/s) or greater.

These regions are subject to stricter building code requirements due to the increased risk of damage from debris carried by high winds during hurricanes.

## 2. SPECIFICATIONS

### 2.1 Structural Protection

#### a. Roof Systems

- All roof systems must meet or exceed ASCE 7-22 standards as recognized by the Florida Building Code for hurricane wind design load of 120 mph or greater.
- Only impact-resistant shingles are permitted as roofing material.
- Roof color must be consistent and architecturally compatible with and similar to color palette of current Association ARC approved roof installations.

#### b. Impact-resistant windows and doors

- All doors and windows must be installed, and finished or painted that is consistent and architecturally compatible with and similar to the current Association ARC approved window and door installations
- New installations or replacements of windows and doors must be rated to withstand hurricane wind design load of 120 mph or greater

#### c. Garage Doors

- All Garage Doors must be installed, and finished or painted in compliance with the requirements of the community's Unified Building Scheme
- New installations or replacements of windows and doors must be rated to withstand hurricane wind design loads of 120 mph or greater

### 2.2 Deployable Protection

#### a. Hurricane Panels

- Solid corrugated panels made from either aluminum, steel or polycarbonate for added stability.

## Hurricane Protection Community Standards Policy

*Effective Date: [Date]*

- The panels when used are affixed to the outside of the building using pre installed fasteners.
- All mounting hardware must be non-corrosive, all penetrations of the building must be sealed, and must be painted to match the area it is mounted on.
- When there is no danger from the storm, these panels will be stored in the owner's residence.

### b. Hurricane shutters (permanent fixed)

- Vertical shutter permanently affixed to the building high impact tested to ensure protection from winds of 120 mph or greater.
- Fixed shutters must be of a color and design generally accepted as complementary to the exterior of the house.
- Shutter must be constructed of aluminum, steel, or polycarbonate material.
- All mounting hardware must be non-corrosive, all penetrations of the building must be sealed, and must be painted to match the area it is mounted on.

### c. Hurricane shutters (roll-down track)

- White or off-white finish aluminum horizontal roll-down, high impact tested interlocking slats to ensure protection from winds of 120 mph or greater.
- Shutter storage box for roll-down shutters must be made of aluminum, painted, and be 5-sided.
- Motorized Shutters are permitted.
- Roll down shutter systems shall be installed and painted to be as unobtrusive as possible and to maintain the aesthetic look of the buildings.

### d. Fabric storm panels

- A strong, lightweight layer of woven fabric that is coated with a geo-synthetic PVC material.
- The panels when used are affixed to the outside of the building using pre installed fasteners.
- All mounting hardware must be non-corrosive, all penetrations of the building must be sealed, and must be painted to match the area it is mounted on.
- When there is no danger from the storm, these panels will be stored in the owner's residence.
- Fabric storm panels are also known as wind abatement screens

## 2.3 Site and Other Protection

### a. Erosion Control

- Properties with lake/pond frontage must install and maintain appropriate erosion control measures.
- Landscaping must incorporate native, wind-resistant plants to minimize erosion

### b. Exterior Fixed Generators

- Generators must be permanently installed on a concrete pad.
- Installation location must be approved by the Architectural Review Committee.
- Generators must be screened from view with approved landscaping or fencing

# Hurricane Protection Community Standards Policy

*Effective Date: [Date]*

## c. Fuel Storage Tanks

- Above-ground fuel storage tanks are permitted for generator use.
- Tanks must be properly secured and meet all local and state regulations.
- Tanks must be screened from view with approved landscaping or fencing.

## 2.4 Technical Requirements

### a. Material specifications

- All hurricane protection systems must be constructed of materials approved by the Florida Building Code for hurricane wind design load of 120 mph or greater.

### b. Installation Requirements

- All hurricane protection systems must be installed by a licensed contractor
- Installations must comply with the Florida Building Code and local building regulations.
- Homeowners must submit plans to the Architectural Review Committee for approval prior to installation.

### c. Color and aesthetic requirements

- The color, materials, style and design of hurricane protection products (including all mounting hardware) must be non-corrosive and architecturally compatible with, and similar to, the structure and other improvements on a lot, including but not limited to their color schemes, architectural style and external appearance
- Unless otherwise specified in this standard, the colors for visible protection systems must be white, off-white, or match the color of the home's exterior.
- All hurricane protection systems must be maintained in good condition.
- Removable protection systems may only be deployed 72 hours before a named storm/hurricane is forecast to impact the area and must be removed within 72 hours after the storm has passed, unless damage to the home prevents safe removal.
- Fixed storm shutters and roll-down track storm shutters must be left in the "open" position except during the 72 hours immediately preceding a named storm is forecast to impact the area and 72 hours after a named storm/hurricane has passed.

## 3. IMPLEMENTATION

### 3.1 Integration with Architectural Guidelines

- No Hurricane Protection Products may be installed or added to or on the lot or to the exterior of a structure or improvement thereon without prior written approval of the Association pursuant to its architectural covenants and restrictions.
- Homeowners must submit plans to the Architectural Review Committee for approval prior to installation.

## Hurricane Protection Community Standards Policy

*Effective Date: [Date]*

- The installation and maintenance of hurricane protection is solely at the expense of the parcel owner. The Association, and its manager, bears no responsibility or liability for damage resulting from installation, maintenance, removal or the failure to any such product to provide hurricane protection.
- The use of plywood nailed or screwed into a structure or improvement on a parcel is strictly prohibited
- Construction and installation of hurricane protection products shall be completed within ninety (90) days after approval. Failure to complete construction or installation within the specified time shall be deemed an abandonment of construction/installation and a new written request will need if the owner wishes to proceed with construction/installation thereafter.
- The owner, and not the Association or its manager, is responsible for ensuring that hurricane protection products are code compliant and that they are properly installed/built by duly licensed/insured vendors in compliance with all applicable government regulations and ordinances.
- Owner is responsible for all costs and expenses incurred in the installation, maintenance and upkeep of the Hurricane Protection Product(s).
- Owner is responsibility for procuring, buying and/or obtaining any and all necessary Building or Zoning Permits, variances and adherence to any and all other procedures outlined for the construction and maintenance of the improvements described herein by all County, State or other governmental entities, including compliance, if required, with the Florida Building Code.
- The owner shall be responsible for any damage to the common areas, association property, or other parcels within the Association which is caused as a result of the construction, installation or maintenance of hurricane protection products.
- Within 14 days after receipt of a completed written request and accompanying documentation for hurricane protection products, the board shall either approve or disapprove the request. For good cause, the board may extend the time in which to approve or disapprove the proposed installation for a reasonable time, not to exceed 14 additional days.

### 3.2 Extended Deployment Exception

In the event of a prolonged hurricane threat or consecutive storms, the following exception to the standard deployment timeline applies:

1. If the National Hurricane Center issues additional hurricane watches or warnings for the area within the 72-hour post-storm removal period, homeowners may keep their hurricane protection systems deployed until the threat has passed.
2. In cases of consecutive named storms, where a new storm system is forecast to impact the area within 7 days of the previous storm's passage, homeowners may leave protection systems in place.

## Hurricane Protection Community Standards Policy

*Effective Date: [Date]*

3. Homeowners must notify the Architectural Review Committee in writing (email acceptable) if they intend to keep protection systems deployed beyond the standard 72-hour post-storm period, citing the specific weather conditions warranting the extension.
4. The Architectural Review Committee reserves the right to require removal of protection systems if the extended deployment is deemed unnecessary or if it poses a safety hazard.
5. In all cases, homeowners must remove hurricane protection systems within 72 hours of the final all-clear signal from local emergency management authorities, unless structural damage to the home prevents safe removal.
6. This exception does not apply to fabric storm panels or other temporary protection systems that may degrade or cause damage if left in place for extended periods.

### 3.3. Annual Review Requirement

#### a. Annual Review

- The Board will conduct an annual review of these standards and policy to ensure compliance with current laws, relevant building codes, the association's governing documents, and hurricane protection best practices.

#### b. Review Initiated Updates

- When updates are required:
  - The Board will review and approve changes by resolution.
  - Changes in the updated standards shall be incorporated into the Architectural Standards component of the Architectural Guidelines pursuant to the requirements in the association governing documents
  - Updated policy will be made available to the parcel owners through the association's website.

### 3.4 Effective date

This Standards is effective immediately when adopted by the Association's Board of Directors at its duly noticed meeting at which a quorum was present, held on the \_\_\_\_ day of \_\_\_\_\_, 2024

~\*~

- Document ID: HPS-2024-1
- Version: 1.0
- Effective Date: [Date]
- Last Review: December 12, 2024
- Next Review Due: November 2025

**History:** 2024-12-12, New;

*MEA-2024.11.23.212600*



**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

**Motion to Implement Annual Review to  
Preserve Marketable Record Title**

**WHEREAS**, the Florida Marketable Record Title Act ("MRTA"), Chapter 712 of the Florida Statutes, presents a significant risk to homeowners associations in Florida, potentially extinguishing an association's declaration of covenants and restrictions beginning 30 years after the root of title, unless an exception applies; and

**WHEREAS**, the failure of a homeowners association to timely preserve its declaration of covenants and restrictions against extinguishment under MRTA can have severe consequences, including the inability to levy and collect assessments or otherwise enforce the association's governing documents; and

**WHEREAS**, effective July 1, 2021, Section 720.303(2)(e), Florida Statutes, requires the board of directors of each homeowners association, at the first board meeting following the annual meeting (excluding the organizational meeting), to consider the desirability of filing notices to preserve the community's covenants or restrictions from extinguishment under MRTA, and to authorize the appropriate officer to file such notice; and

**WHEREAS**, it is in the best interests of the Association and its members to ensure the Association's governing documents remain in full force and effect; and

**WHEREAS**, the Board of Directors desires to formally implement the statutory required annual review.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. At the first regular Board of Directors meeting following each annual meeting of the members (excluding the organizational meeting), the Board shall:
  - a. Review the Association's declaration of covenants and restrictions to determine if action is necessary to preserve the declaration from extinguishment under the Marketable Record Title Act, Florida Statutes Chapter 712.
  - b. Document the Board's review and findings in the minutes of the meeting.
2. If the Board determines that preservation of the Association's declaration is necessary, the Board shall authorize an officer of the Association to promptly record a notice of preservation in accordance with Section 720.3032(2), Florida Statutes.
3. If the Board determines that no action is required to preserve the Association's declaration at the time of the review, the Board shall record in the minutes the date when the next annual review of the Marketable Record Title Act's impact on the Association's governing documents will occur.
4. The officer authorized to record the notice of preservation shall be the President, or Secretary.
5. This Resolution shall take effect immediately upon adoption.

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Adopted by the Association's Board of Directors at its duly noticed meeting and  
at which a quorum was present, held on the \_\_\_\_ day of \_\_\_\_\_, 2024

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS AT WORLD GOLF VILLAGE**

**MOTION TO ADOPT THE REASONABLENESS STANDARD  
FOR EVALUATING ASSOCIATION ACTIONS AND DECISIONS**

**WHEREAS**, The Meadows at Saint Johns Owners Association, Inc. ("Association") is a Florida corporation not-for-profit organized to own, maintain, and repair Common Areas, enforce covenants and restrictions, and exercise powers granted under the Declaration and Articles of Incorporation;

**WHEREAS**, Florida Statute Section 720.303 establishes that association officers and directors have a fiduciary relationship to the members served by the association;

**WHEREAS**, this fiduciary relationship means that Association officers and directors must act in good faith, with loyalty and care, putting the interests of the Association members above their own personal interests when making decisions or taking actions on behalf of the Association;

**WHEREAS**, Florida Statute Section 617.0830 outlines general standards for directors, including acting in good faith, with due care, and in the best interests of the corporation;

**WHEREAS**, the Association's Rules and Regulations, Section entitled 'Board Members,' further delineate the responsibilities and ethical conduct expected of Board Members;

**WHEREAS**, adopting a clear and objective standard for evaluating the appropriateness of the Association's rules, decisions, and actions would enhance transparency, fairness, and consistency in governance;

**WHEREAS**, the "reasonableness standard" provides a flexible yet objective framework for analysis, based on what a hypothetical reasonable person would do under similar circumstances;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of The Meadows at Saint Johns Owners Association, Inc. hereby adopts the "reasonableness standard" to be used in evaluating the appropriateness of all Association rules, decisions, and actions under consideration for adoption or implementation as presented and outline in Exhibit A, "Reasonableness Standard - Definition & Application", dated November 14 2024; and

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately upon its adoption and shall be communicated to all Association members through appropriate channels; and

**BE IT FURTHER RESOLVED** that the definition and application of the "reasonableness standard" shall be reviewed annually by the Board of Directors, and any proposed changes upon adoption by a majority vote of the Board shall be communicated to all Association members through appropriate channels.

**Exhibit A: Reasonableness Standard - Definition & Application (Nov 14 2024)**

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Adopted by the Association's Board of Directors at its duly noticed meeting and  
at which a quorum was present, held on the \_\_\_\_ day of \_\_\_\_\_, 2024

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

***Reasonableness Standard***  
***Definition & Application for The Meadows***  
***November 14 2024 – Page 1 of 2***

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**Core Definition:**

The "reasonableness standard" is an objective test to determine whether a hypothetical person with ordinary prudence would consider the rule, decision, or action appropriate given the specific circumstances.

**Key Components:**

This standard involves:

- **Objectivity:** Evaluating the rule, decision, or action based on rational, impartial criteria rather than subjective opinions or personal preferences
- **Ordinary Prudence:** Considering what a person of average carefulness, diligence, and discretion would do in similar circumstances
- **Situational Analysis:** Examining the full context and specific circumstances surrounding the rule, decision, or action, including but not limited to:
  - a) The purpose and intent behind the rule, decision, or action
  - b) Its potential impact on Association members and the community as a whole
  - c) Any legal, financial, or practical constraints or considerations

**Essential Evaluation Criteria:**

- **Balancing of interests:** Weighing the potential benefits against any burdens or drawbacks, considering the diverse needs and interests of all Association members.
- **Consistency:** Ensuring that the rule, decision, or action aligns with the Association's governing documents, previous decisions, and established policies, unless there is a rational basis for deviation.
- **Fairness and non-discrimination:** Verifying that the rule, decision, or action does not unfairly target or disproportionately affect certain members or groups within the Association.
- **Proportionality:** Confirming that any restrictions, requirements, or consequences imposed are proportionate to the aims being pursued.
- **Alternatives consideration:** Evaluating whether there are less restrictive or burdensome alternatives that could achieve the same objective.

***Reasonableness Standard***  
***Definition & Application for The Meadows***  
*November 14 2024 – Page 2 of 2*

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**Implementation Factors:**

Application of this standard shall consider:

- The context and circumstances surrounding the rule, decision, or action
- Prevailing community norms and expectations
- The balancing of impact on affected parties
- Overall community benefit versus individual interests

**Expected Outcome:**

The application of this standard will result in:

- Decisions that are logical and justifiable
- Actions serving broader community interests
- Avoidance of arbitrary or capricious outcomes

**Summary**

This "**reasonableness standard**" aims to enhance transparency, fairness, and consistency in governance by providing an objective framework for analysis based on what a hypothetical reasonable person would do under similar circumstances.

**Glossary of Terms**

- **Fiduciary Relationship:** A legal obligation of one party to act in the best interest of another.
- **Ordinary Prudence:** The degree of care that a reasonably careful person would use under similar circumstances.

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

**Motion to Adopt Updated Website Privacy Policy**

**WHEREAS**, The Meadows at World Golf Village Homeowners Association recognizes the importance of protecting the personal information of its members and website visitors;

**WHEREAS**, the Association has implemented a new website feature that directs users to the CINC Systems-hosted portal for Association Documents;

**WHEREAS**, this change necessitates updating our privacy policy to clearly disclose the relationship with CINC Systems and how member information may be shared with our portal service provider;

**WHEREAS**, the updated privacy policy maintains our commitment to:

- Collecting only limited, necessary personal information
- Using personal information solely for Association-related communications and services
- Protecting member privacy by not selling or marketing personal information to third parties
- Implementing reasonable security measures to safeguard personal data

**WHEREAS**, the new privacy policy provides clear transparency about:

- The types of information collected
- How information is used and protected
- The use of cookies and analytics
- The potential sharing of information with service providers like CINC Systems
- Members' rights to access, correct, or request deletion of their personal information

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of The Meadows at World Golf Village Homeowners Association hereby:

1. Adopts the updated Website Privacy Policy as presented in attached Exhibit A
2. Authorizes the Association management to implement the new policy
3. Directs that the updated policy be prominently displayed on the Association's website in both English (USA) and Spanish languages
4. Ensures the policy is available for download and/or printing in both languages
5. This Resolution shall take effect immediately upon adoption.

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Adopted by the Association's Board of Directors at its duly noticed meeting and  
at which a quorum was present, held on the \_\_\_\_ day of \_\_\_\_\_, 2024

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

# **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](https://themeadowswgv.com), and our HOA portal.

### **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

### **The Full Policy**

#### **Information We Collect**

We may collect the following personal information:

- Portal login credentials (userID and password)
- Email address ( 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.

# **Motion to Adopt Updated Website Privacy Policy – Exhibit A**

## **Analytics and Cookies**

Our website uses Google Analytics to collect standard internet log data and visitor behavior information. This helps us 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 also 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](mailto:info@themeadowswgv.com) to request access to, correction of, or deletion of your personal information. We'll 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're not responsible for their privacy practices.

## **Children's Privacy**

Our website and services are not intended for children under 13. We don't knowingly collect personal information from children under 13. If you believe we may have 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**

If you have questions about this Policy or our privacy practices, please contact us at:

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](mailto:info@themeadowswgv.com)

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

**MOTION TO ADOPT POLICY FOR RESERVE ACCOUNT UTILIZATION  
FOR THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.**

**WHEREAS**, The Meadows at Saint Johns Owners Association, Inc. ("Association") is responsible for the management and operation of the community; and

**WHEREAS**, the Board of Directors ("Board") is empowered to adopt policies for the benefit of the community; and

**WHEREAS**, the Board has determined that it is in the best interest of the Association to establish a policy regarding the utilization of reserve accounts for capital expenditures, deferred maintenance, and unforeseen or extraordinary events;

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby adopts the following Policy for Reserve Account Utilization:

**Policy for Reserve Account Utilization**

The Meadows at Saint Johns Owners Association, Inc. ("Association") hereby establishes the following policy regarding the utilization of reserve accounts for capital expenditures, deferred maintenance, and unforeseen or extraordinary events:

**1. Purpose and Establishment**

The Association maintains a reserve account initially established through Capital Assessments as outlined in Section 6.2.2 of the Declaration. This account is maintained and funded by the Association for deferred expenditures of the Common Area, including, but not limited to, capital expenditures, deferred maintenance, and unforeseen or extraordinary events.

**2. Fund Structure and Flexibility**

The reserve account is maintained as a single fund with contributions for multiple reserve items. This structure allows for flexible use of the pooled funds for any designated reserve expense without requiring separate approval for expenditures that exceed the balance of an individual reserve item.

**3. Financial Predictability and Stability**

The Association recognizes that reserve accounts provide a structured approach to managing anticipated large-scale repairs and replacements. By systematically setting aside funds, the Association aims to:

- Avoid sudden, significant special assessments that can financially burden homeowners
- Create a predictable funding mechanism for known future infrastructure and asset maintenance
- Smooth out potentially disruptive financial impacts of major capital projects

**4. Legal and Fiduciary Responsibility**

The Board of Directors acknowledges its legal obligation under Florida Statutes to:

- Maintain common areas and shared infrastructure
- Manage association funds responsibly
- Ensure long-term financial health of the community

The utilization of reserve accounts demonstrates prudent financial management and fulfills these legal requirements.

**5. Asset Preservation and Value Protection**

The Association commits to regular maintenance and timely capital improvements to:

- Prevent costly emergency repairs
- Maintain property values by keeping common areas and shared infrastructure in excellent condition
- Extend the useful life of community assets such as common areas, storm water management systems, and landscaping



## MOTION TO ADOPT POLICY FOR RESERVE ACCOUNT UTILIZATION

### 6. Cost-Effective Long-Term Planning

The Association will employ proactive reserve funding to allow for:

- Strategic scheduling of maintenance and replacement projects
- Better negotiation with contractors through planned, scheduled work
- Potential cost savings through bulk purchasing and planned maintenance

### 7. Enhanced Community Financial Transparency

The Association will utilize reserve accounts to provide:

- Clear financial documentation
- Increased homeowner confidence in financial management
- A transparent approach to future funding needs

### 8. Review and Adjustment

The Board of Directors will regularly review and adjust this policy as necessary to ensure it continues to meet the Association's needs and complies with all applicable laws and regulations.

### 9. Policy Review Process

The Board of Directors shall implement the following review process for this Reserve Account Utilization Policy:

- Conduct a brief annual review as part of the regular financial planning process.
- Perform a comprehensive review every 3 to 5 years.
- Initiate additional reviews as needed in response to significant changes or events affecting the Association.

During each review, the Board shall consider:

- Legal compliance with current state and federal laws
- Financial health and adequacy of reserve funds
- Evolving community needs and asset conditions
- Recent capital expenditures compared to projections
- Changes in market conditions affecting replacement costs
- Insurance coverage in relation to reserve planning
- Vendor contracts and cost implications
- Homeowner feedback on community maintenance and improvements

The Board shall document the findings of each review and make any necessary adjustments to the policy to ensure its continued effectiveness in managing the Association's long-term financial health and maintaining community assets.

**BE IT FURTHER RESOLVED** that this Policy for Reserve Account Utilization, including its review process, shall be effective immediately and shall remain in force until amended or revoked by the Board of Directors.

Adopted this [DAY] of [MONTH], [YEAR].

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

By: \_\_\_\_\_ Date: \_\_\_\_\_

[NAME], President

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

[NAME], Secretary

RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE

**MOTION TO DEFINE AND ESTABLISH STANDARDS  
FOR RESERVE ACCOUNT MANAGEMENT**

**WHEREAS,** The Meadows at Saint Johns Owners Association, Inc. ("Association") maintains a reserve account initially established through Capital Assessments as outlined in Section 6.2.2 of the Declaration; and

**WHEREAS,** this reserve account is maintained and funded by the association for deferred expenditures of the Common Area, including, but not limited to, capital expenditures and deferred maintenance; and

**WHEREAS,** this reserve account is not established pursuant to FL statute 720.303(6)(d); and

**WHEREAS,** the Association desires to formally define and establish comprehensive standards for the management and utilization of this reserve account;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby establishes the following Standards for Reserve Account Management:

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**Reserve Account Management Standards**

The Meadows at Saint Johns Owners Association, Inc. ("Association") hereby establishes the following standards for reserve account management, with additional provisions for oversight, evaluation, and transparency:

**I. Definitions**

- A. **Reserve Account:** A financial account established and maintained by the Association for the purpose of funding anticipated future expenses related to the repair, replacement, or improvement of Common Area assets and infrastructure. These funds are specifically allocated to ensure the financial stability of the Association and to minimize the need for special assessments.
- B. **Deferred Maintenance:** Maintenance tasks or projects that are postponed to a later date but are necessary to ensure the proper upkeep and functionality of Common Area improvements. This includes predictable, recurring activities such as tree canopy care, irrigation zone

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

component replacement, and minor repairs required to prevent further deterioration or higher costs in the future.

- C. **Capital Improvement:** A significant upgrade, addition, or enhancement to the Common Area assets that increases their value, utility, or lifespan. Capital improvements include one-time, long-term investments such as upgrading (enhance-upgrade) existing features, replacing (remove-replace) major landscape plantings/areas, or upgrading (repair-replace) existing components beyond standard maintenance.
- D. **Emergency Reserve:** A designated portion of the reserve account intended to fund immediate responses and recovery efforts for unforeseen or extraordinary events affecting the Common Area or for insurance claim deductibles. This reserve minimizes the financial burden on the Association and ensures readiness for unexpected incidents. It includes funding for:
1. **Mitigation-Repair:** Immediate actions to address and stabilize unforeseen damage or deterioration, such as repairs to storm water retention ponds or other critical infrastructure.
  2. **Recovery-Restore:** Restoration efforts to repair or replace Common Area features damaged by events such as storms, including community signage, entrance monuments, and significant trees.
  3. **Commercial Insurance Deductible:** Funds allocated to cover liability and property insurance deductibles required when filing claims related to the Common Area or Association operations.

## **II. Purpose and Scope**

The reserve account shall be maintained to fund:

- A. Construction or repair of Common Area improvements
- B. Deferred maintenance of Common Area improvements
- C. Emergency repairs and replacements of Common Area features and fixtures
- D. Mitigation and restoration of Storm Water system deteriorated components
- E. Replacement and repair of Common Area components
- F. Commercial Liability and Property Insurance Deductible

RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE

### III. Account Categories

The reserve account shall be divided into two major categories:

A. Deferred Maintenance Reserve

- Funds designated for predictable, recurring maintenance tasks occurring every 2-7 years
- Includes scheduled maintenance and renovation projects
- Required to maintain Common Area improvements in good condition

B. Capital Improvement and Emergency Reserve

1. **Recovery-Restore:** Funds for restoration after damage or deterioration
2. **Remove-Replace:** Funds for replacement of major landscape and significant trees
3. **Mitigation-Repair:** Funds for addressing unforeseen damage or deterioration
4. **Repair-Replace:** Funds for major repairs or replacements of worn or obsolete components
5. **Commercial Insurance Deductible:** Funds to cover liability and property insurance deductibles when claims arise

These funds are designated for:

- Events that will occur but whose timing cannot be predicted
- Potential events that may occur within the next 25 to 50 years

### IV. Funding

- A. Initial funding established through one-time Capital Assessments of \$200 per lot when lots first purchased
- B. Additional funding may be allocated from Annual General Assessments as determined by the Board
- C. Interest earned on reserve funds shall be retained in the account
- D. A minimum reserve balance equal to 50% of the annual assessment shall be maintained in the combined reserve accounts
- E. Pooled Reserve Funds:
  - The reserve funds are maintained in a single account for simplicity and efficiency
  - Reserve categories are assigned within this account for budgeting and monitoring purposes

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

- As part of the annual budget preparation process, the allocation of funds to each reserve category is reviewed and rebalanced to reflect the anticipated needs for the upcoming year
- F. The reserve funds shall be maintained in accounts separate from operating funds at FDIC-or NCUA insured depository institution

## **V. Use of Funds**

- A. Funds shall be used in lieu of Special Assessments or Emergency Assessments when appropriate
- B. Board approval required through either:
1. Annual budget approval process for planned expenditures, or
  2. Board resolution for project or incident-related expenditures
- C. Funds shall be used only for:
- Common Area improvements, maintenance, replacement, and repair
  - Commercial insurance deductible when notice of claim filed
- D. Separate accounting shall be maintained for the reserve fund
- E. All expenditures must be documented with invoices, contracts, and Board approvals
- F. Expenditures exceeding \$5,000 require a minimum of two competitive bids

## **VI. Review and Adjustment**

- A. The Board shall review account levels annually
- B. Categories and funding levels are adjusted based on actual and anticipated needs
- C. Professionals may be engaged as needed to assess adequacy of reserve levels
- D. The reserve funding model shall undergo a full evaluation by an independent financial consultant every five (5) years to ensure its adequacy in addressing anticipated and unforeseen expenses
- E. Reserve investment performance shall be reviewed every two (2) years, with findings reported to the Board for consideration and action as needed

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

## **VII. Annual Reserve Budget**

- A. The Board shall create and maintain an annual reserve budget that details:
- Projected contributions to each reserve category
  - Anticipated expenditures from each reserve category
  - Expected reserve balances at year end
- B. The reserve budget shall be:
- Prepared as part of the annual budgeting process
  - Reserve budget finalized no later than 60 days after the annual operating budget is finalized
  - Reviewed and approved by the Board
  - Updated throughout the year as needed to reflect actual expenses and changing needs
  - Made available to all association members
- C. The reserve budget shall include:
- Itemized listing of planned maintenance and improvement projects
  - Estimated costs for each planned expenditure
  - Five-Year Timeline for scheduled maintenance and improvements
  - Separately presentation from the association's annual operating budget
- D. A summary of the reserve budget detailing fund balances, contributions, and projected expenditures shall be presented to the membership at the Annual Members' Meeting. This presentation is intended to enhance transparency and provide members with insight into the financial health of the Association.

## **VIII. Investment Guidelines**

- A. Reserve funds shall be invested only in:
- FDIC-or NCUA insured accounts or certificates of deposit
  - U.S. Treasury securities
  - Other conservative investments as approved by Board resolution
- B. Investment maturities shall be staggered to ensure liquidity
- C. No single institution shall hold more than \$250,000 of reserve funds
- D. All reserve fund investments must adhere to an Investment Policy approved by the Board of Directors. The policy shall outline permissible investments, risk tolerances, and liquidity requirements, ensuring compliance with established guidelines.

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

**IX. Required Disclosure Statement**

The following statement shall be included in conspicuous type in each financial report for the preceding fiscal year:

"THE BUDGET OF THE ASSOCIATION PROVIDES FOR LIMITED VOLUNTARY DEFERRED EXPENDITURE ACCOUNTS, INCLUDING CAPITAL EXPENDITURES AND DEFERRED MAINTENANCE, SUBJECT TO LIMITS ON FUNDING CONTAINED IN OUR GOVERNING DOCUMENTS. BECAUSE THE OWNERS HAVE NOT ELECTED TO PROVIDE FOR RESERVE ACCOUNTS UNDER SECTION 720.303(6), FLORIDA STATUTES, THESE FUNDS ARE NOT SUBJECT TO THE RESTRICTIONS ON USE OF SUCH FUNDS SET FORTH IN THAT STATUTE, NOR ARE RESERVES CALCULATED IN ACCORDANCE WITH THAT STATUTE."

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**BE IT FURTHER RESOLVED** that this Standards for Reserve Account Management shall take effect immediately upon adoption and shall remain in effect until amended or revoked by the Board of Directors.

Adopted this [DAY] of [MONTH], [YEAR].

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

By: \_\_\_\_\_ Date: \_\_\_\_\_

[NAME], President

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

[NAME], Secretary

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.  
dba THE MEADOWS OF WORLD GOLF VILLAGE**

**MOTION TO ADOPT PROCESS FOR ADDRESSING  
UNFORESEEN EXPENSES EXCEEDING THE RESERVE BALANCE**

"I move that the Board of Directors of The Meadows at World Golf Village HOA adopt the Resolution titled 'Process for Addressing Unforeseen Expenses Exceeding the Reserve Balance' as presented, establishing a structured approach for managing financial shortfalls due to unforeseen expenses. This process shall be implemented immediately and communicated to all Association members."

**RESOLUTION**

**WHEREAS,** The Meadows at Saint Johns Owners Association, Inc. ("Association") maintains a reserve account initially established through Capital Assessments as outlined in Section 6.2.2 of the Declaration;

**WHEREAS,** the reserve account is maintained and funded by the Association for deferred expenditures of the Common Area, including, but not limited to, capital expenditures, deferred maintenance, and unforeseen or extraordinary events;

**WHEREAS,** the reserve account is maintained as a single fund with contributions for multiple reserve items, allowing flexible use of the pooled funds for any designated reserve expense without requiring separate approval for expenditures that exceed the balance of an individual reserve item;

**WHEREAS,** specific items within the reserve account are intended to fund immediate responses and recovery efforts for unforeseen or extraordinary events affecting the Common Area or for insurance claim deductibles;

**WHEREAS,** these specific items are designed to minimize the financial burden on the Association and ensure readiness for unexpected incidents;

**WHEREAS,** the Board of Directors of the Association recognizes the potential for unforeseen expenses that may exceed the total available balance of the reserve account as a whole; and

**WHEREAS,** the Board of Directors aims to establish a clear and structured process for managing such financial situations

**NOW, THEREFORE, BE IT RESOLVED** that the following process for addressing unforeseen expenses exceeding the reserve balance is hereby adopted:

1. **Special Board Meeting:** Upon identification of an unforeseen expense exceeding the reserve balance, the Board shall promptly convene a special meeting to:
  - a) Review and verify the nature and urgency of the expense
  - b) Obtain professional assessments or cost estimates as necessary
  - c) Evaluate the current financial status of the Association
2. **Member Notification:** The Board shall immediately notify all association members about:
  - a) The nature of the unforeseen expense
  - b) The current financial situation
  - c) The steps the Board intends to take

3. **Expense Evaluation:** The Board shall:



**MOTION TO ADOPT PROCESS FOR ADDRESSING UNFORESEEN  
EXPENSES EXCEEDING THE RESERVE BALANCE**

- a) Assess whether the expense can be deferred or scaled down
- b) Prioritize expenses critical for safety, property integrity, or legal compliance

4. **Financial Measures:** The Board shall implement the following measures as needed:

- a) Reallocate funds from discretionary budget items, documenting all decisions
- b) Explore short-term financing or lines of credit with favorable terms
- c) Consider levying an Emergency Assessment, if permitted and necessary

5. **Ongoing Communication:** The Board shall:

- a) Provide regular updates to members on actions taken
- b) Share information on repayment or replenishment plans
- c) Conduct open discussions during Board meetings

6. **Post-Incident Actions:** Following resolution of the immediate issue, the Board shall:

- a) Conduct a comprehensive financial review
- b) Assess the adequacy of reserve funding
- c) Implement improvements to financial planning and reserve policies

**BE IT FURTHER RESOLVED** that this process shall be implemented immediately upon adoption and communicated to all Association members.

**BE IT FURTHER RESOLVED** that this resolution shall be subject to periodic review by the Board of Directors at least once every two years, or more frequently if deemed necessary. During these reviews, the Board shall:

- 1. Assess the effectiveness of the current process in addressing unforeseen expenses
- 2. Consider any changes in legal requirements or industry best practices
- 3. Evaluate feedback from Association members regarding the implementation of this process
- 4. Propose and vote on any necessary amendments to improve the resolution's efficacy

Any amendments to this resolution shall follow the same procedure for adoption as outlined in the Association's Bylaws for adopting an Association budget. The Board shall communicate any changes to all Association members promptly following the adoption of such amendments.

**BE IT FURTHER RESOLVED** that this resolution shall be titled "'Process for Addressing Unforeseen Expenses Exceeding the Reserve Balance.'

Adopted this [DAY] of [MONTH], [YEAR].

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

By: \_\_\_\_\_ Date: \_\_\_\_\_

[NAME], President

Attest: \_\_\_\_\_ Date: \_\_\_\_\_

[NAME], Secretary

- 238.1.2 A copy of the First Notice of Violation will be sent by USPS mail to The Meadows residence address and the Homeowner's last known mailing address, if applicable.
- 238.1.3 The Homeowner will have no less than 14 days from the date of the First Notice of Violation to comply.
- 238.2 If the violation is not cured within the 14 -day cure period provided in the First Notice, then the Board may notice a meeting at which it will vote to send a Second Notice of Violation/Hearing Notice, and may vote to levy ~~impose~~ a fine or suspension.
- 238.2.1 The Second Notice of Violation/Hearing Notice will be sent by USPS regular ~~certified~~ mail or by email to ~~T~~the Homeowner's or resident's Meadows residence and the Homeowner's last known mailing address or email, if applicable.
- 238.2.2 The Second Notice to the Homeowner or resident of Violation/Hearing Notice will inform the Homeowner or /resident of the ~~amount of the~~ fine or suspension, and to be levied after opportunity for a hearing before the Special Review Committee (the "Hearing") to consider imposition of the fine or suspension.
- 238.2.3 The Second Notice of Violation/Hearing Notice will provide a Hearing date, time and location at least fourteen (14) days from the date of the letter. The Hearing must be held within ninety (90) days after issuance of the Second Notice.
- 238.2.4 The Second Notice of Violation/Hearing Notice must include a description of the alleged violation; the specific action required to cure such violation (if applicable); the Hearing date and location; and access information if the Hearing is held by telephone or other electronic means. The Second Notice of Violation/Hearing Notice must be provided no sooner than fourteen (14) days prior to the Hearing. The Second Notice of Violation/Hearing Notice may be sent via hand delivery, U.S. Mail, certified mail, or via email if the Homeowner, tenant, guest and/or invitee has provided his or her email information. The Hearing must be held within ninety (90) days after issuance of the Second Notice of Violation/Hearing Notice.
- 238.2.3 238.2.5 The fining and suspension process set forth herein is established in accordance with the provisions of Section 720.305, Florida Statutes, as it currently exists and as amended from time to time.



## The Committee – SRC (Special Review Committee)

238.3 The BOD shall appoint a Special Review Committee (“SRC”).

- 238.3.1 SRC is an independent **group of owners to protect the rights of owners from unreasonable HOA or management company** enforcement of violations. It plays a crucial function in the community's check and balance system.
- 238.3.2 The SRC reviews the fine or suspension (to decide if it is reasonable) and hears any objections or defenses from the Homeowner or resident~~who is being fined fourteen days or more after the issuance of the second violation notice.~~
- 238.3.3 The SRC shall be composed of at least three (3) members of the Association.
- 238.3.4 No SRC member shall be an officer, director, or employee of the Association or the spouse, parent, child, brother or sister of an officer, director, or employee of the Association.

## Hearing

- 238.4 At the Hearing, SRC must follow the procedures as outlined in the SRC Special Review Committee Procedures in its review of the information presented related to the violation and the levied imposed fine and its decision to either confirm or reject the fine or suspension.
  - 238.4.1. At the Hearing, the Homeowner or resident will be able to:
    - (a). Explain why they are in non-compliance
    - (b). Present evidence in their defense
    - (c). Cross-examine witnesses
    - (d). Be represented by counsel; if the violating party wishes to have legal counsel attend the Hearing, the violating party must provide at least five (5) days written notice to the Association in advance of the Hearing. If timely notice is not provided, the attorney may be precluded from attending the Hearing.
    - (e). Make a follow-up (rebuttal) presentation, if they chose, after the Association follow-up (rebuttal) presentation



- 238.4.2. After the ~~h~~Hearing, the ~~SRC committee~~ members will hold a closed session to make a decision on each violation referred for a hearing. The SRC shall have seven (7) days after the Hearing to make its determination as to whether to confirm or reject a fine and/or suspension against a violating party. If the SRC, by majority vote, does not approve a fine or suspension, the proposed fine or suspension may not be imposed. The Fining Committee shall provide written notice to the Homeowner, tenant, guest and/or invitee at his or her designated mailing or email address in the Association's official records of the findings related to the violation(s), including any applicable fines or suspensions that the Fining Committee approved or rejected, and how the Homeowner, tenant, guest and/or invitee may cure the violation (if applicable), or fulfill a suspension, or the date by which a fine must be paid. In no instance shall the Board have the authority to impose a fine and/or suspension when the Fining Committee votes to reject a fine and/or suspension.

### Decision

- 238.5 After the Hearing, the ~~Homeowner or resident Homeowner~~ will be notified in writing of the SRC's decision at his or her designated mailing or email address in the Association's official records by certified mail, return receipt requested, within seven (7) five (5)-days from the date of the Hearing.

### Violation Resolution

- 238.6 When a visible violation is cured, a photo must be submitted to the Association showing compliance.

### Fines

- 238.7 Fines may not exceed \$100 per violation, per day.
- 238.8 The maximum allowable fine shall not be more than \$1,000.00 for each violation.
- 238.9 If the violation is cured and the Homeowner or resident later repeats the violation, the repeat violation may be treated as a new violation by the Association and any fines levied against the Homeowner or resident for the repeat violations will be treated as separate fines for purposes of calculating the maximum allowable fine amount.
- 238.10 If a violation is cured, it will remain a notice for 12 months and then fall off. If a violation is not cured prior to the Hearing and the proposed fine is approved by the SRC by a majority vote, the SRC must set a date by which the fine must be paid, which date must be at least thirty (30) days after delivery of the written notice to be provided by the SRC. If a violation is cured before the



Hearing, or if the violation is cured by the date set by the SRC for when a fine must be paid, the fine may not be imposed.

- 238.11 A Homeowner is jointly and severally liable with a violating tenant, guest, or invitee for any fines imposed as a result of a violation of the governing documents or rules by any tenant, guest, or invitee. Attorney fees and costs may not be awarded against a Homeowner, tenant, guest and/or invitee based on actions taken by the Association's Board before the date set by the SRC for the fine to be paid. Attorney fees and costs may not begin to accrue until after the date noticed by the SRC for payment of the fine.~~If the violation occurs again in 12 months from First Notice, the violation will be considered a continuing violation and fines may be incurred from the First Notice of Violation. Fines for repeat violations within any 12-month period shall be no less than:~~

~~(a) — First Violation — \$50.00/day~~

~~(b) — Second Violation — \$75.00/day~~

~~(c) — Third Violation — \$100.00/day~~

- 238.12 Pursuant to ~~Florida Statute Section~~ 720.305(4), Florida Statutes, as it currently exists and as amended from time to time, the Association may also suspend the voting rights of any Homeowner who is ninety (90) days or more delinquent in the payment of any fine.

### **Other**

- 238.13 After 10 days of written notice, any improvements or structures that have been added to any residential lot, without ARC approval, or if any conditions exist that are in violation of the Governing Documents, Architectural Guidelines, or these Rules and Regulations, the Association has the right, but is not obligated to, enter upon your residential lot to correct, or remove any items. This will be done at the sole expense of the Homeowner. Pursuant to the Declaration of Covenants, Article 10.5, Homeowners are responsible to pay on demand the actual costs of performing the enforcement plus 20% of the actual costs.



## 239. Enforcement of Rules and Regulations/Violation Notices/Fines

- 239.1 Each Homeowner and the Homeowner's tenants, guests, and invitees (including vendors and contractors) must follow the Rules and Regulations, the Architectural Guidelines, and the Governing Documents of the Association.
- 239.2 It is the responsibility of the Homeowner(s) and/or their agent(s) to inform their tenants, guests, and invitees of these Rules and Regulations.
- 239.3 All violations reported by residents, must be reported to the Association, in writing. The ~~a~~Association may delegate a managing agent to receive such reports from other Homeowners. If the violation is a matter that can be visually seen, a picture must be included with violation.
- 239.4 Violation notice and hearing
1. After receiving notification in writing of a violation, the Association, or its designated managing agent, will send a First Notice of Violation to the Homeowner or resident. A First Notice of Violation will be sent as a reminder of the Association's governing documents/Rules and Regulations and will provide information concerning the violation. A copy of the First Notice of Violation will be sent by email (if applicable) and USPS mail to The Meadows residence and the Homeowner's or resident's last known mailing address, if applicable. The Homeowner/resident ~~You~~ will have 14 days from the date of the First Notice of Violation to comply. The First Notice of Violation may provide more time for you to you comply, but such time to comply will not be less than 14 days. If applicable, the First Notice of Violation may include a Statutory Offer to Participate in Pre-Suit Mediation, pursuant to Florida Statutes Section 720.311, Florida Statutes.
  2. If the violation is not cured within the 14-day cure period provided in the First Notice, then the Board may notice a meeting at which it will vote to send a Second Notice of Violation/Hearing Notice, and may vote to levy impose a fine or suspension. The Second Notice of Violation/Hearing Notice will be sent by email (if applicable) and USPS regular ~~certified~~ mail to The Meadows residence and the Homeowner's/resident's last known mailing address, if applicable. The Second Notice of Violation/Hearing Notice will inform the Homeowner/resident ~~you~~ of the ~~amount of the~~ fine or suspension to be levied, and the right to after opportunity for a hearing. The Second Notice of Violation/Hearing Notice will provide a Hearing date, time and location at least fourteen (14) days from the date of the Second Notice of Violation/Hearing Notice~~letter~~.



~~(a) — The board may pass the costs for certified mail to the Homeowners' account.~~

3. The BOD shall appoint a Special Review Committee ("SRC") from time to time. The SRC shall be composed of at least three (3) members of the Association. No SRC member shall be an officer, director, or employee of the Association or the spouse, parent, child, brother or sister of an officer, director, or employee of the Association.
4. At the Hearing, SRC will review the information related to the violation and the imposed fine and will either confirm or reject the fine. At the Hearing, a Homeowner/resident ~~you~~ will be able to explain why he or she you are is in non-compliance and present evidence in their your defense. The SRC must follow the procedures as outlined in the SRC Special Review Committee Procedures. Presence at the Hearing does not ensure rejection of the levied fine or suspension imposed.
5. After the Hearing, the Homeowner/resident will be notified in writing of the SRC's decision at his or her designated mailing or email address in the Association's official records ~~by certified mail, return receipt requested,~~ within seven (7) five (5) days from the date of the Hearing.
6. When a visible violation is cured, a photo must be submitted to the Association showing compliance.
- ~~7. — If a violation is cured, it will remain a notice for 12 months and then fall off. If the violation occurs again in 12 months from First Notice, the violation will be considered a continuing violation and fines may be incurred from the First Notice of Violation. Fines for repeat violations within any 12-month period shall be no less than:  
  - ~~(a) — First Violation — \$50.00/day~~
  - ~~(b) — Second Violation — \$75.00/day~~
  - ~~(c) — Third Violation — \$100.00/day~~~~

~~Notwithstanding the foregoing, fines for first and second violations may be levied up to \$100.00/day each.~~

- 239.5 Fines may be incurred due to non-compliance of these Rules and Regulations, the Architectural Guidelines, or the Governing Documents.
1. Fines may not exceed \$100 per violation, per day.
  2. Fines may be levied against the Homeowner/resident for each day of a



continuing violation.

3. A fine cannot be imposed without notice and ~~an opportunity for a h~~Hearing before the SRC.

~~4. Homeowners incur fines, not tenants. However, fines may be imposed on any Homeowner for the behavior of any Homeowner's tenant, guest, or invitee.~~

~~5.4.~~ Continued non-compliance may result in legal action by the Association, at the Homeowner's/resident's expense.

~~6.5.~~ The maximum allowable fine shall not be more than \$1,000.00 for each violation.

~~7.6.~~ A fine less than \$1,000.00 may not become a lien against a Homeowner.

~~8.7.~~ If the violation is cured and the Homeowner later repeats the violation, the repeat violation may be treated as a new violation by the Association and any fines levied against the Homeowner or resident for the repeat violations will be treated as separate fines for purposes of calculating the maximum allowable fine amount.

~~9.8.~~ Pursuant to ~~Florida Statute Section~~ 720.305(4), Florida Statutes, as it currently exists and as amended from time to time, the Association may also suspend the voting rights of any Homeowner who is ninety (90) days or more delinquent in the payment of any fine.

239.6 The Association performs weekly inspections for exterior non-compliance. Homes noncompliant to these Rules and Regulations or the Architectural Guidelines will receive a violation notice with a picture. A copy of the violation will be sent by USPS mail to The Meadows residence and the Homeowner's/resident's last known email address (if applicable) or mailing address, if applicable, as described in Section 314.1 (1) of these Rules and Regulations, above. Violations may be noted in the Minutes of the Board Meetings and added to Homeowner records.

239.7 After 10 days of written notice, any improvements or structures that have been added to any residential lot, without ARC approval, or if any conditions exist that are in violation of the Governing Documents, Architectural Guidelines, or these Rules and Regulations, the Association has the right, but is not obligated to, enter upon your residential lot to correct, or remove any items. This will be done at the sole expense of the Homeowner. Pursuant to the Declaration of Covenants, Article 10.5, Homeowners are responsible to pay on demand the actual costs of performing the enforcement plus 20% of the actual costs. The Association may, upon forty-five (45) days written notice to the Homeowner, record a Claim of Lien against the Lot and sue to foreclose on the Claim of



Lien. The Association may also bring an action for damages and/or injunction against the Homeowner for the purposes of curing or correcting the violation.

- 239.8 The failure of the Association to enforce any rules, regulation, covenant, restriction, obligation, right, power, privilege, authority or reservation contained in these Rules and Regulations, the Architectural Guidelines, or the Governing Documents, however long continued, shall not be deemed a waiver of the right to enforce the same thereafter as a breach or violation.

## 240. Special Review Committee Procedures

240.1 To be read by the Committee Chair to open Hearing ~~P~~proceedings:

1. This Hearing is authorized by Declaration of Covenants, Conditions, Restrictions and Easements for The Meadows at Saint Johns (the "Declaration") and Section 720.305, Florida Statutes, and may be attended only by the Special Review Committee ("SPC"), Association representatives, agents or legal counsel, and the Homeowner and the Homeowner's Members of the Association and legal counsel.
2. The Homeowner has received required notifications under the Declaration and FS 720.305, but is not required to attend. The Homeowner has the right to be represented by counsel and to cross-examine witnesses.
3. The Association and the Homeowner may choose to present evidence to the Special Review Committee ("SRC") - The Association will present its evidence first.
4. The Association and the Homeowner may then choose to make a second presentation to the SRC - the Association will present first.
5. Adequate time will be allowed for both parties to present relevant information.
6. The SRC may question either party following their presentations.
7. The party having the floor will be allowed to speak without interruption.
8. The Chair of the SRC will maintain order as necessary, and may eject individuals who are disruptive.
- ~~9. After this current Hearing is gaveled closed, the Homeowner is free to be seated in the observer seating area if another case is presented.~~
- ~~10.9.~~ Additional Hearing ~~C~~cases, if any, will begin with a new reading of these procedures (unless waived by Homeowner).
- ~~11. After all cases are gaveled closed, all parties will leave the room except for~~

~~the SRC, who will convene here to render and deliver its majority decision(s) in writing to the Association.~~

~~12.10.~~ The Homeowner will be notified in writing of the SRC's decision at his or her designated email address or mailing address in the Association's official records by certified mail, return receipt requested, within seven (7) five (5) days from the date of the Hearing.

~~13. This Hearing is open. Does the Association wish to present evidence?~~

## **238. Enforcement, Violation Notices, Fines, and Special Review Committee Procedures**

### **General Requirements {239.1-239.2}**

239.1 Each Homeowner and the Homeowner's tenants, guests, and invitees (including vendors and contractors) must follow the Rules and Regulations, the Architectural Guidelines, and the Governing Documents of the Association.

239.2 It is the responsibility of the Homeowner(s) and/or their agent(s) to inform their tenants, guests, and invitees of these Rules and Regulations.

### **Violation Reporting {239.3, 239.6}**

239.3 All violations reported by residents; must be reported to the Association, in writing. The Association may delegate a managing agent to receive such reports from other Homeowners. If the violation is a matter that can be visually seen, a picture must be included with violation.

239.6 The Association performs weekly inspections for Lot and Residence exterior visual non-compliance. Homes noncompliant to these Rules and Regulations or the Architectural Guidelines will receive a violation notice with a picture. ~~A copy of the violation will be sent by USPS mail to The Meadows residence and the Homeowner's/resident's last known email address (if applicable) or mailing address, if applicable, as described in Section 314.1 (1) of these Rules and Regulations, above.~~ Violations may be noted in the Minutes of the Board Meetings and added to Homeowner records.

### **Violation Notice Process {238.1-238.2, 238.6, 239.4.x}**

#### **First Notice {238.1, 239.4.1}**

238.1 After receiving notification in writing of a violation, the Association, or its designated managing agent, will send a First Notice of Violation to the Homeowner.

- 238.1.1 A First Notice of Violation will be sent as a reminder of the Rules and Regulations and will provide information concerning the violation.
- 238.1.2 A copy of the First Notice of Violation will be sent by USPS mail to The Meadows residence address and the Homeowner's last known mailing address, if applicable.
- 238.1.3 The Homeowner will have no less than 14 days from the date of the First Notice of Violation to comply.
- 238.1.4 If applicable, the First Notice of Violation may include a Statutory Offer to Participate in Pre-Suit Mediation, pursuant to Section 720.311 Florida Statutes.
- 238.6 When a visible violation is cured, a photo must be submitted to the Association showing compliance.

~~239.4.1 After receiving notification in writing of a violation, the Association, or its designated managing agent, will send a First Notice of Violation to the Homeowner or resident. A First Notice of Violation will be sent as a reminder of the Association's governing documents/Rules and Regulations and will provide information concerning the violation. A copy of the First Notice of Violation will be sent by email (if applicable) and USPS mail to The Meadows residence and the Homeowner's or resident's last known mailing address, if applicable. The Homeowner/resident will have 14 days from the date of the First Notice of Violation to comply. The First Notice of Violation may provide more time for you to you comply, but such time to amply will not be less than 14 days. If applicable, the First Notice of Violation may include a Statutory Offer to Participate in Pre-Suit Mediation, pursuant to Section 720.311 Florida Statutes.~~

~~239.4.6 When a visible violation is cured, a photo must be submitted to the Association showing compliance.~~

## Second Notice {238.2, 239.4.2}

- 238.2 If the violation is not cured within the 14-day cure period provided in the First Notice, then the Board may notice a meeting at which it will vote to send a Second Notice of



Violation/Hearing Notice, and may vote to levy a fine or suspension.

- 238.2.1 The Second Notice of Violation/Hearing Notice will be sent by USPS regular mail or by email to the Homeowner's or resident's last known mailing address or email, if applicable.
- 238.2.2 The Second Notice to the Homeowner or resident will inform the Homeowner or resident of the fine or suspension, and a hearing before the Special Review Committee (the "Hearing") to consider imposition of the fine or suspension.
- 238.2.3 The Second Notice of Violation/Hearing Notice will provide a Hearing date, time and location at least fourteen (14) days from the date of the letter. The Hearing must be held within ninety (90) days after issuance of the Second Notice.
- 238.2.4 The Second Notice of Violation/Hearing Notice must include a description of the alleged violation; the specific action required to cure such violation (if applicable); the Hearing date and location; and access information if the Hearing is held by telephone or other electronic means. ~~The Second Notice of Violation/Hearing Notice must be provided no sooner than fourteen (14) days prior to the Hearing. The Second Notice of Violation/Hearing Notice may be sent via hand delivery, U.S. Mail regular certified mail or via email if the Homeowner, tenant, guest and/or invitee has provided his or her email information. The Hearing must be held within ninety (90) days after issuance of the Second Notice of Violation/Hearing Notice~~
- 238.2.5 The fining and suspension process set forth herein is established in accordance with the provisions of Section 720.305, Florida Statutes, as it currently exists and as amended from time to time.

238.X If the violation is not cured within the 14-day cure period provided in the First Notice for any violation involving improvements or structures that have been added to any

residential lot, without ARC approval, or if any conditions exist that are in violation of the Governing Documents, Architectural Guidelines, or these Rules and Regulations, the Association may bring an action for damages and/or injunction against the Homeowner for the purposes of curing or correcting the violation.

~~239.4.2 If the violation is not cured within the 14-day cure period provided in the First Notice, then the Board may notice a meeting at which it will vote to send a Second Notice of Violation/Hearing Notice, and may vote to levy a fine or suspension. The Second Notice of Violation/Hearing Notice will be sent by email (if applicable) and USPS regular mail to The Meadows residence and the Homeowner's/resident's last known mailing address, if applicable. The Second Notice of Violation/Hearing Notice will inform the Homeowner/resident of the fine or suspension to be levied and the right to a hearing. The Second Notice of Violation/Hearing Notice will provide a Hearing date, time and location at least fourteen (14) days front the date of the Second Notice of Violation/Hearing Notice.~~

## **Special Review Committee (SRC) {238.3, 239.4.3, 239.4.4}**

238.3 The BOD shall appoint a Special Review Committee ("SRC").

238.3.1 SRC is an independent group of owners to protect the rights of owners from unreasonable HOA or management company enforcement of violations. It plays a crucial function in the community's check and balance system.

238.3.2 The SRC reviews the fine or suspension (to decide if it is reasonable) and hears any objections or defenses from the Homeowner or resident.

238.3.3 The SRC shall be composed of at least three (3) members of the Association.

238.3.4 No SRC member shall be an officer, director, or employee of the Association or the spouse, parent, child, brother or sister of an officer, director, or employee of the Association.

~~239.4.3 The BOD shall appoint a Special Review Committee ("SRC") from time to time. The SRC shall be composed of at least three (3) members of the Association. No SRC member shall be an officer, director, or employee of the Association or the spouse, parent, child, brother or sister of an officer, director, or employee of the Association.~~

239.4.4 At the Hearing, SRC will review the information related to the violation and the imposed fine and will either confirm or reject the fine. At the Hearing, a Homeowner/resident will be able to explain why he or she is in non-compliance and present evidence in their defense. The SRC must follow the procedures as outlined in the SRC Procedures. Presence at the Hearing does not ensure rejection of the levied fine or suspension.

## Hearing Procedures {238.4.1, 240.1}

### Hearing Rights {238.4.1}

238.4.1. At the Hearing, the Homeowner or resident will be able to:

- (a) Explain why they are in non-compliance
- (b) Present evidence in their defense
- (c) Cross-examine witnesses
- (d) Be represented by counsel; if the violating party wishes to have legal counsel attend the Hearing, the violating party must provide at least five (5) days written notice to the Association in advance of the Hearing. If timely notice is not provided, the attorney may be precluded from attending the Hearing.
- (e) Make a follow-up (rebuttal) presentation, if they chose, after the Association follow-up (rebuttal) presentation

238.4.2. After the Hearing, the SRC members will hold a closed session to make a decision on each violation referred for a hearing. The SRC shall have seven (7) days after the Hearing to make its determination as to whether to confirm or reject a fine and/or suspension against a

violating party. If the SRC, by majority vote, does not approve a fine or suspension, the proposed fine or suspension may not be imposed. The Fining Committee shall provide written notice to the Homeowner, tenant, guest and/or invitee at his or her designated mailing or email address in the Association's official records of the findings related to the violation(s), including any applicable fines or suspensions that the Fining Committee approved or rejected, and how the Homeowner, tenant, guest and/or invitee may cure the violation (if applicable), or fulfill a suspension, or the date by which a fine must be paid. In no instance shall the Board have the authority to impose a fine and/or suspension when the Fining Committee votes to reject a fine and/or suspension.

#### **Hearing Process {238.4, 240.1}**

238.4 At the Hearing, SRC must follow the procedures as outlined in the SRC Procedures in its review of the information presented related to the violation and the levied fine and its decision to either confirm or reject the fine or suspension.

240.1 To be read by the Committee Chair to open Hearing Proceedings:

1. This Hearing is authorized by Declaration of Covenants, Conditions, Restrictions and Easements for The Meadows at Saint Johns (the "Declaration") and Section 720.305, Florida Statutes, and may be attended only by the Special Review Committee ("SRC"), Association representatives, agents or legal counsel, and the Homeowner and the Homeowner's legal counsel.
2. The Homeowner has received required notifications under the Declaration and FS 720.305, but is not required to attend. The Homeowner has the right to be represented by counsel and to cross-examine witnesses.
3. The Association and the Homeowner may choose to present evidence to the Special Review Committee ("SRC") - The Association will present its evidence first.
4. The Association and the Homeowner may then choose to make a second presentation to the SRC - the Association will present first.
5. Adequate time will be allowed for both parties to present relevant information.
6. The SRC may question either party following their presentations.
7. The party having the floor will be allowed to speak without interruption.



8. The Chair of the SRC will maintain order as necessary, and may eject individuals who are disruptive.
9. Additional Hearing Cases, if any, will begin with a new reading of these procedures (unless waived by Homeowner).
10. The Homeowner will be notified in writing of the SRC's decision at his or her designated email address or mailing address in the Association's official records within seven (7) days from the date of the Hearing.

## **Decision and Notification {238.4.2, 238.5, 239.4.5}**

238.4 At the Hearing, SRC must follow the procedures as outlined in the SRC Procedures in its review of the information presented related to the violation and the levied fine and its decision to either confirm or reject the fine or suspension.

238.4.1 At the Hearing, the Homeowner or resident will be able to:

- (a) Explain why they are in non-compliance
- (b) Present evidence in their defense
- (c) Cross-examine witnesses
- (d) Be represented by counsel; if the violating party wishes to have legal counsel attend the Hearing, the violating party must provide at least five (5) days written notice to the Association in advance of the Hearing. If timely notice is not provided, the attorney may be precluded from attending the Hearing.
- (e) Make a follow-up (rebuttal) presentation, if they chose, after the Association follow-up (rebuttal) presentation

238.4.2 After the Hearing, the SRC members will hold a closed session to make a decision on each violation referred for a hearing. The SRC shall have seven (7) days after the Hearing to make its determination as to whether to confirm or reject a fine and/or suspension against a violating party. If the SRC, by majority vote, does not approve a fine or suspension, the proposed fine or suspension may not be imposed. The Fining Committee shall provide written notice to the Homeowner, tenant, guest and/or invitee at his or her designated mailing or

email address in the Association's official records of the findings related to the violation(s), including any applicable fines or suspensions that the Fining Committee approved or rejected, and how the Homeowner, tenant, guest and/or invitee may cure the violation (if applicable), or fulfill a suspension, or the date by which a fine must be paid. In no instance shall the Board have the authority to impose a fine and/or suspension when the Fining Committee votes to reject a fine and/or suspension.

238.5 After the Hearing, the Homeowner or resident will be notified in writing of the SRC's decision at his or her designated mailing or email address in the Association's official records within seven (7) days from the date of the Hearing.

~~239.4.5 After the Hearing, the Homeowner/resident will be notified in writing of the SRC's decision at his or her designated mailing or email address in the Association's official records within seven (7) days from the date of the Hearing.~~

## **Fines and Penalties {238.7-238.12, 239.5}**

238.7 Fines may not exceed \$100 per violation, per day.

238.8 The maximum allowable fine shall not be more than \$1,000.00 for each violation.

238.9 If the violation is cured and the Homeowner or resident later repeats the violation, the repeat violation may be treated as a new violation by the Association and any fines levied against the Homeowner or resident for the repeat violations will be treated as separate fines for purposes of calculating the maximum allowable fine amount.

238.10 If a violation is not cured prior to the Hearing and the proposed fine is approved by the SRC by a majority vote, the SRC must set a date by which the fine must be paid, which date must be at least thirty (30) days after delivery of the written notice to be provided by the SRC. If a violation is cured before the Hearing, the fine may not be imposed.

238.11 A Homeowner is jointly and severally liable with a violating tenant, guest, or invitee for any fines imposed as a result of a violation of the governing documents or rules by any tenant,

guest, or invitee. Attorney fees and costs may not be awarded against a Homeowner, tenant, guest and/or invitee based on actions taken by the Association's Board before the date set by the SRC for the fine to be paid. Attorney fees and costs may not begin to accrue until after the date noticed by the SRC for payment of the fine.

238.12 Pursuant to Section 720.305(4), Florida Statutes, as it currently exists and as amended from time to time, the Association may also suspend the voting rights of any Homeowner who is ninety (90) days or more delinquent in the payment of any fine.

239.5 Fines may be incurred due to non-compliance of these Rules and Regulations, the Architectural Guidelines, or the Governing Documents.

~~1. Fines may not exceed \$100 per violation, per day.~~

~~2. Fines may be levied against the Homeowner/resident for each day of a continuing violation.~~

~~3. A fine cannot be imposed without notice and a Hearing before the SRC.~~

~~4. Continued non-compliance may result in legal action by the Association, at the Homeowner's/resident's expense.~~

~~5. The maximum allowable fine shall not be more than \$1,000.00 for each violation.~~

~~6. A fine less than \$1,000.00 may not become a lien against a Homeowner.~~

~~7. If the violation is cured and the Homeowner later repeats the violation, the repeat violation may be treated as a new violation by the Association and any fines levied against the Homeowner or resident for the repeat violations will be treated as separate fines for purposes of calculating the maximum allowable fine amount.~~

~~8. Pursuant to Section 720.305(4), Florida Statutes, as it currently exists and as amended from time to time, the Association may also suspend the voting rights of any Homeowner who is ninety (90) days or more delinquent in the payment of any fine.~~

## **Enforcement Actions {239.7, 238.13}**

239.7 After 10 days of written notice, any improvements or structures that have been added to any residential lot, without ARC approval, or if any conditions exist that are in violation of the

Governing Documents, Architectural Guidelines, or these Rules and Regulations, the Association has the right, but is not obligated to, ~~enter upon your residential lot to correct, or remove any items. This will be done at the sole expense of the Homeowner. Pursuant to the Declaration of Covenants, Article 10.5, Homeowners are responsible to pay on demand the actual costs of performing the enforcement plus 20% of the actual costs. The Association may, upon forty-five (45) days written notice to the Homeowner, record a Claim of Lien against the Lot and sue to foreclose on the Claim of Lien. The Association may also~~ bring an action for damages and/or injunction against the Homeowner for the purposes of curing or correcting the violation.

238.13 After 10 days of written notice, any improvements or structures that have been added to any residential lot, without ARC approval, or if any conditions exist that are in violation of the Governing Documents, Architectural Guidelines, or these Rules and Regulations, the Association has the right, but is not obligated to, enter upon your residential lot to correct, or remove any items. This will be done at the sole expense of the Homeowner. Pursuant to the Declaration of Covenants, Article 10.5, Homeowners are responsible to pay on demand the actual costs of performing the enforcement plus 20% of the actual costs. The Association may, upon forty-five (45) days written notice to the Homeowner, record a Claim of Lien against the Lot and sue to foreclose on the Claim of Lien.

## **Non-Enforcement Clause {239.8}**

239.8 The failure of the Association to enforce any rules, regulation, covenant, restriction, obligation, right, power, privilege, authority or reservation contained in these Rules and Regulations, the Architectural Guidelines, or the Governing Documents, however long continued, shall not be deemed a waiver of the right to enforce the same thereafter as a breach or violation.

## 236. Online Document Web Access Portal

- 236.1 The Association shall establish and maintain a secure, password-protected online document web portal accessible through the Association's website ([themeadowswgv.com](http://themeadowswgv.com)). This portal shall be accessible only to parcel owners and authorized Association employees, in compliance with Florida Statute 720.303(4)(b) and 720.303(5)(g).
- 236.2 Access to the protected sections of the web portal shall be granted to parcel owners upon written request to the Association. The Association will provide each requesting owner with a unique username and password to access the portal.
- 236.3 The Association shall designate a responsible person or committee to manage and maintain the online document web portal. This includes:
- Ensuring documents are posted in a timely manner to meet statutory requirements
  - Utilizing a clear organizational structure to make documents easily locatable
  - Providing documents in a downloadable format compatible with mobile devices
- 236.4 The following documents shall be maintained and accessible through the web portal, as required by F.S. 720.303(4)(b):
- Articles of incorporation and all amendments
  - Recorded bylaws and all amendments
  - Declaration of covenants and all amendments
  - Current association rules
  - List of all current executory contracts
  - List of bids received within the past year (after bidding has closed)
  - Annual budget, any proposed budgets, annual financial reports, and monthly income/expense statements
  - Current insurance policies
  - Director certification documentation

- Contracts or transactions between the association and directors, officers, or certain other entities
- Conflict of interest documents as specified in statute
- Meeting notices, agendas, and documents to be considered at member and board meetings

236.5 The Association shall review all documents before posting to the web portal and redact or exclude any information that is restricted from owner access under F.S. 720.303(5)(g), including:

- Records protected by attorney-client privilege or work-product privilege
- Information connected to the lease, sale, or transfer of parcels
- Personnel records of association/management company employees
- Medical records of parcel owners or residents
- Personal identifying information as specified in the statute
- Electronic security measures and passwords
- Association software and operating systems
- Affirmative acknowledgments made under F.S. 720.303(5)(g)

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

236.7 Parcel owners shall not share their login credentials with unauthorized persons. Violation of portal security measures may result in suspension of portal access privileges.

236.8 The Association shall implement appropriate security measures to protect sensitive information and maintain compliance with all applicable laws and regulations.

236.9 The Association shall not be liable for the disclosure of information that is protected under F.S. 720.303(5)(g) if such information is included in an official record of the Association and is voluntarily provided by an owner without being requested by the Association.

- 236.10 Members shall be notified of the portal's existence and how to request access. Instructions for using the portal shall be made available to all members.
- 236.11 The Board of Directors shall conduct an annual review to ensure compliance with this policy and relevant Florida statutes.
- 236.12 The Association shall maintain a secure system for managing user credentials to the web portal. When a parcel owner sells their property or an employee/officer is no longer associated with the Association, their access credentials shall be promptly revoked. The Association may periodically review the list of authorized users and deactivate any accounts for individuals who are no longer eligible for access.
- 236.13 Parcel owners are responsible for notifying the Association in writing when they sell their property so their web portal access can be terminated. Failure to do so may result in the owner being liable for any unauthorized access or disclosure of information through their active account.
- 236.14 The Association reserves the right to suspend or terminate an individual's access to the web portal for violation of the terms of use, security policies, or other just cause. This may include sharing login credentials, attempting unauthorized access, or any other misuse of the system.

## 237. Association Document Distribution via Website

- 237.1 The Association shall maintain governing documents, including rules, covenants, and amendments, on the Association website's "Download" page (<https://themeadowswgv.com/download>).
- 237.2 All members and residents are provided access to Association governing documents through the website.
- 237.3 When rules or covenants are amended:
- Members will receive notice of amendments
  - Updated documents shall be posted on the website
  - Amendment notices shall be posted on the website
  - Members may request digital copies via email or physical copies via USPS mail
- 237.4 Distribution notices of amendment to members shall be sent:
- By email to members who have consented to electronic notices
  - By USPS mail to all other members at their official record address



## 238. Association Meeting Notices and Meeting Documents

- 238.1 The Association shall maintain meeting notices, agendas, and related documents on the Association website's "Notices" page (<https://themeadowswgv.com/notices>).
- 238.2 Member meeting notices and agendas shall be posted on the website at least fourteen (14) days before such meetings.
- 238.3 Documents to be considered and voted on during member meetings shall be posted at least seven (7) days before the member meeting.
- 238.4 Board meeting notices, agendas, and required documents shall be posted on the website according to Association Bylaws requirements.

## 239. Annual Review to Preserve Association's Legal Authority

- 239.1 Florida law (Marketable Record Title Act) requires the Association to protect its legal authority to operate, including its power to collect assessments and enforce community rules. Without this protection, these important powers could expire
- 239.2 The Board of Directors shall conduct this review as follows:
- **Timing:** At the first regular Board meeting after each annual members' meeting
  - **Purpose:** To determine if legal action is needed to preserve the Association's declaration of covenants and restrictions
  - **Documentation:** Record the review findings in the meeting minutes
- 239.3 Protection Actions:
- **If action is needed:** The Board shall authorize the President or Secretary to file a notice of preservation with the county as required by Florida Statute 720.3032(2)
  - **If no action is needed:** The Board shall note in the minutes when the next annual review will occur
- 239.4 This review is required by Florida Statute 720.303(2)(e) to ensure our community's governing documents remain valid and enforceable.

## 240. Strategic Financial Management of Association Funds

240.1 The Association maintains reserve accounts for capital expenditures, deferred maintenance, and unforeseen events to protect property values and ensure financial stability of the community.

240.2 The Board of Directors shall conduct financial oversight as follows:

- **Reserve Assessment:** Annually review reserve funding levels and requirements during budget preparation
- **Financial Planning:** Maintain a multi-year capital expenditure plan for major repairs and replacements
- **Plan Tracking:** The Board shall:
  - Track and report all reserve expenditures against the multi-year plan
  - Document maintenance or repairs not completed as scheduled
  - Assess and report increased risks from delayed work or deferred maintenance
- **Professional Guidance:** Obtain expert advice for reserve analysis and financial planning as needed

240.3 Reserve Fund Management:

- **Fund Protection:** The Board shall maintain reserve funds in separate accounts from operating funds
- **Fund Utilization:** Reserve funds shall only be used for their designated purposes unless otherwise approved by membership vote
- **Emergency Access:** The Board may access reserve funds for emergency repairs with proper documentation

240.4 Financial Transparency:

- **Regular Reporting:** The Board shall:
  - Provide quarterly updates on reserve account status at Board meetings
  - Include in meeting minutes a summary of plan tracking status, highlighting completed work, delays, and potential risks
  - Document any significant changes to planned expenditures or timelines
- **Annual Review:** The Board shall present at the annual members meeting:
  - Past year's reserve fund usage and outcomes
  - Planned reserve expenditures for the coming year
  - Potential threats or concerns affecting reserve accounts
- **Documentation:** Maintain clear records of all reserve fund expenditures and planning decisions

240.5 This strategic financial management and transparency with owners ensures the Association meets its legal obligations under Florida Statutes, maintains open communication about financial decisions, and protects the community's long-term financial health.

**CURRENT VERSION**

**206. Basis for the Decision**

The Architectural Review Committee (ARC), in making its decisions, may consider purely aesthetic matters that, in the sole opinion of the ARC, will affect the desirability or suitability of the construction. The ARC will not be limited to the specific restrictions and requirements of these guidelines in making its decisions.

It is possible a submitted review request may meet all guidelines and criteria listed below and still not receive approval if, in the judgment of the ARC, its overall aesthetic impact is not acceptable. The approval of an application for one proposed improvement shall not be construed as creating an obligation on the part of the ARC to approve applications involving similar designs for proposed improvements pertaining to different lots. The purpose of the ARC is to ensure that the overall quality level of The Meadows is maintained at the highest level possible while allowing for each homeowner's individual taste in design, colors, and materials.

# **Meadows HOA Architectural Guidelines – Proposed Revision**

## **PROPOSED REVISION**

### **206. Basis for the Decision**

The Architectural Review Committee (ARC), in making its decisions, must reasonably and equitably apply and enforce the architectural and construction improvement standards authorized by the Covenants and these guidelines on all parcel owners (homeowner). The ARC, in making its decisions, may consider purely aesthetic matters that, in the sole opinion of the ARC, will affect the desirability or suitability of the construction.

If the ARC denies a homeowner's request or application, it will provide written notice to the homeowner stating:

1. The specific rule or covenant relied upon when denying the request or application, and
2. The specific aspect or part of the proposed improvement that does not conform to such rule or covenant

It is possible a submitted review request may meet all guidelines and criteria listed below and still not receive approval if, in the judgment of the ARC, its overall aesthetic impact is not acceptable. The approval of an application for one proposed improvement shall not be construed as creating an obligation on the part of the ARC to approve applications involving similar designs for proposed improvements pertaining to different lots. The purpose of the ARC is to ensure that the overall quality level of The Meadows is maintained at the highest level possible while allowing for each homeowner's individual taste in design, colors, and materials.

## **Meadows HOA Architectural Guidelines – Proposed Revision**

### **FL 720.3035 (2024) – Key Changes - Architectural control covenants**

. An association or any architectural committee of an association must reasonably and equitably apply and enforce on all parcel owners the architectural and construction improvement standards authorized by the declaration of covenants or other published guidelines and standards authorized by the declaration of covenants.

If the association or any architectural committee of the association denies a parcel owner's request or application for the construction of a structure or other improvement on a parcel, the association or committee must provide written notice to the parcel owner stating with specificity the rule or covenant on which the association or committee relied when denying the request or application and the specific aspect or part of the proposed improvement that does not conform to such rule or covenant.

**ADD NEW SECTION**

**400 Hurricane Protection**

400.1 The Board of Directors of the Association has adopted comprehensive Hurricane Protection Standards in compliance with Florida Statute 720.3035(6) for, and only for, hurricane protection systems that comply with the following published requirements and conditions, and installation has received Architectural Review Committee (ARC) approval.

400.2 Failure to maintain hurricane protection systems in compliance with the following requirements and conditions constitutes a violation of the Association's governing documents.

**401 Hurricane Protection Requirements and Conditions**

**401.1 Definition**

**401.1.1 Hurricane Protection Systems**

Hurricane protection systems include any approved products or installations designed to preserve and protect structures or improvements, which are code compliant, during named storms and hurricane conditions.

**401.1.2 Structural Protection Systems**

- a) **Roof Systems:** Complete roofing assemblies including shingles, underlayment, and supporting structures
- b) **Impact-Resistant Windows:** Windows specifically designed and rated for hurricane conditions
- c) **Impact-Resistant Doors:** Entry doors, sliding doors, and other exterior doors rated for hurricane conditions
- d) **Reinforced Garage Doors:** Garage doors specifically designed and rated for hurricane conditions

**401.1.3 Deployable Protection Systems**

- a) **Permanent Fixed Storm Shutters:** Permanently mounted shutters that can be opened or closed as needed
- b) **Roll-Down Track Storm Shutters:** Track-mounted shutters that roll up into a housing when not in use

## **Meadows HOA Architectural Guidelines – Proposed Revision**

- c) **Polycarbonate Panels:** Removable rigid panels designed for temporary installation
- d) **Fabric Storm Panels:** Removable fabric-based panels designed for temporary installation

### **401.1.4 Site Protection Systems**

- a) **Erosion Controls:** Measures designed to prevent soil erosion during storm conditions
- b) **Exterior Fixed Generators:** Permanently installed emergency power systems
- c) **Fuel Storage Tanks:** Approved containers for storing generator fuel

### **401.1.5 Other Protection Systems**

Any other hurricane protection products not specifically listed above but meeting all requirements of these standards and receiving explicit ARC approval prior to installation.

### **401.1.6 Code Compliance**

All hurricane protection systems must comply with current Florida Building Code requirements and any applicable local building codes.

## **401.2 Approval Required**

401.2.1 All hurricane protection systems must receive written ARC approval prior to installation.

## **401.3 Installation Timeline**

401.3.1 Construction and installation must be completed within 90 days of approval.

## **401.4 Prohibited Items**

401.4.1 Plywood nailed or screwed into structures or improvements for hurricane protection is strictly prohibited.

## **402 Hurricane Protection Structural and Equipment Standards**

### **402.1 Roof Systems**

402.1.1 A roof system in The Meadows must meet or exceed ASCE 7-22 standards as recognized by the Florida Building Code



## **Meadows HOA Architectural Guidelines – Proposed Revision**

to withstand hurricane wind design loads of 120 mph or greater.

402.1.2 Only impact-resistant shingles are permitted as roofing material.

402.1.3 The roof color must be consistent and architecturally compatible with and similar to the color palette of current Association ARC approved roof installations.

### **402.2 Windows and Doors**

402.2.1 All windows and doors must be rated to withstand hurricane wind design loads of 120 mph or greater.

402.2.2 Installation must be consistent and architecturally compatible with and similar to the current Association ARC approved window and door installations, including appropriate finishing or painting.

402.2.3 Any replacement of existing windows or doors must meet these same standards.

### **402.3 Garage Doors**

402.3.1 Garage doors must be rated to withstand hurricane wind design loads of 120 mph or greater.

402.3.2 Installation and finishing must be consistent and architecturally compatible with and similar to the current Association ARC approved garage door installations.

402.3.3 This requirement applies to both new installations and replacements of existing garage doors.

### **402.4 Hurricane Panels**

402.4.1 Hurricane panels may be constructed of solid corrugated aluminum, steel, or polycarbonate material for maximum stability rated to withstand hurricane wind design loads of 120 mph or greater.

402.4.2 These panels must be affixed to the building using pre-installed fasteners when in use.

402.4.3 All mounting hardware must be non-corrosive, and any building penetrations must be properly sealed.

402.4.4 Hardware must be painted to match the mounting surface.

## **Meadows HOA Architectural Guidelines – Proposed Revision**

402.4.5 When not needed for storm protection, panels must be stored within the owner's residence.

### **402.5 Permanent Fixed Storm Shutters**

402.5.1 Permanent fixed storm shutters may be constructed of aluminum, steel, or polycarbonate material for maximum stability rated to withstand hurricane wind design loads of 120 mph or greater.

402.5.2 These shutters must be of a color and design generally accepted as complementary to the exterior of the house.

402.5.3 These shutters must be affixed to the building using pre-installed fasteners when open or closed (in use).

402.5.4 All mounting hardware must be non-corrosive, and any building penetrations must be properly sealed.

402.5.5 Hardware must be painted to match the mounting surface.

402.5.6 When not needed for storm protection, shutters must remain in securely open position on the exterior of the house.

### **402.6 Roll-Down Track Storm Shutters**

402.6.1 Roll-down track storm shutters must be constructed of white or off-white finish aluminum with high-impact tested interlocking slats capable of withstanding winds of 120 mph or greater.

402.6.2 The storage box must be 5-sided, constructed of aluminum, and painted to match the surrounding surface.

402.6.3 Motorized systems are permitted.

402.6.4 Installation must be as unobtrusive as possible to maintain the aesthetic appearance of the building.

### **402.7 Fabric Storm Panels**

402.7.1 Fabric storm panels must be constructed of strong, lightweight woven fabric with a geo-synthetic PVC coating.

402.7.2 These panels attach to the building using pre-installed fasteners.

## **Meadows HOA Architectural Guidelines – Proposed Revision**

402.7.3 All mounting hardware must be non-corrosive, and any penetrations must be sealed and painted to match the mounting surface.

402.7.4 When not in use, panels must be stored within the owner's residence.

### **402.8 Fixed Generators**

402.8.1 Generators must be permanently installed on a concrete pad in a location approved by the ARC.

402.8.2 The installation shall be properly screened from public view from the street using either approved landscaping or fencing. (See Architectural Standards - Outside Mechanical Equipment)

402.8.3 The screening method must be specified in the ARC application and maintained as approved.

### **402.9 Fuel Storage**

402.9.1 Above-ground fuel storage tanks are permitted solely for generator use.

402.9.2 These tanks must be properly secured according to all local and state regulations.

402.9.3 Screening from public view from the street is required using either approved landscaping or fencing, which must be specified in the ARC application and maintained as approved. (See Architectural Standards - Outside Mechanical Equipment)

### **402.10 Erosion Control**

402.10.1 Properties bordering lakes or ponds must implement and maintain appropriate erosion control measures.

402.10.2 Landscaping must incorporate native, wind-resistant plants specifically chosen to minimize erosion.

402.10.3 The erosion control plan must be included in the ARC application and maintained as approved.

## **403 Hurricane Protection Operation and Maintenance**

### **403.1 Deployment Rules**

## **Meadows HOA Architectural Guidelines – Proposed Revision**

- 403.1.1 Removable hurricane protection systems may only be deployed when a named storm is forecast to impact St. Johns County. Installation may begin no earlier than 72 hours before the forecasted impact as issued by the National Weather Service (NWS).
- 403.1.2 Following the storm's passage, all temporary protection systems must be removed within 72 hours after the storm warning has been discontinued by the National Weather Service (NWS).
- 403.1.3 Fixed storm shutters and roll-down track storm shutters must remain in the open position except during these designated storm periods.

### **403.2 Extended Deployment**

- 403.2.1 Extended deployment of protection systems may be permitted under specific circumstances.
- 403.2.2 Protection systems may remain deployed under either of the following conditions:
  - a) The NWS National Hurricane Center issues additional hurricane watches or warnings for St. Johns County within the standard 72 hour post-storm removal period.
  - b) A subsequent named storm is forecast to impact St. Johns County within 7 days of the previous storm's forecasted impact.
- 403.2.3 Owners must submit written notification to the ARC when exercising this exception, citing the specific weather conditions warranting extended deployment.

### **403.3 Maintenance Responsibilities**

- 403.3.1 Property owners bear full responsibility for all costs associated with the installation, maintenance, and upkeep of hurricane protection systems.
- 403.3.2 All components must be maintained in good condition to ensure both functionality and appearance.
- 403.3.3 Owners are liable for any damage to common areas or neighboring properties that occurs during installation, maintenance, or use of these systems.

## **Meadows HOA Architectural Guidelines – Proposed Revision**

### **403.4 Appearance Standards**

- 403.4.1 All visible components of hurricane protection systems must be either white, off-white, or painted to match the home's exterior, unless otherwise specified in Architectural Standards.
- 403.4.2 Installations must maintain the community's aesthetic standards through proper maintenance of both the protection systems and any required screening or landscaping.
- 403.4.3 The overall appearance must remain consistent with the community's architectural character.

**CURRENT VERSION**

**314. Fences**

**314.1** All new and replacement fence requires approved by the Architectural Review Committee before construction begins.

**314.2** The quality of all fence installation must meet or exceed the workmanship of a qualified fence contractor

**314.3** The composition of new or replacement fencing must be pressure treated pine or wood tone vinyl with an additional option for rear fence on a retention pond.

**314.3.1 Pressure Treated Pine Fence**

- a. Three designs are approved, Shadow Box, Privacy Shadow Box, and Board on Board
- b. Use only high-quality pressure treated pine lumber.
- c. Posts shall be set 30 inches into the ground below grade
- d. Use three horizontal pressure treated 2X4s.
- e. Use 5/8” thick pressure treated pickets of uniform matching width.
- f. All wood surfaces must be treated with commercial grade waterproofing 4-5 months after completion of installation, and every two years thereafter.
- g. Homeowner is responsible to maintain the quality and presentation of the fence which requires the fence to be repair as needed, broken or missing pickets replaced, and pressure washing to keep clear of dirt, mold, and mildew.

**314.3.2 Wood Tone Vinyl Fence**

- a. Three designs are approved: Shadow Box, Privacy Shadow Box, and Solid Panel.
- b. Only high-quality vinyl fence materials shall be used and installed.
- c. The color of the vinyl fence must be wood tone to blend with existing pine fences.
- d. White colored (bright white) vinyl fence is strongly discouraged and will be considered on a case by case basis.

## **Meadows HOA Architectural Guidelines – Current Version**

- e. Vinyl fence posts must be set 30 inches into the ground below grade.
- f. Since vinyl fence post are hollow, the posts should be set and filled below grade with concrete for stability and sturdiness.
- g. It is recommended that, as a minimum, the vinyl fence post at both sides of gates and at corners should be set and filled below grade with concrete

### **314.3.3 Criteria for Rear Fence Facing Retention Pond**

- a. The rear lot line fence facing a retention pond may be four feet high in the following styles: shadow box, picket, plank or metal spaced picket (wrought iron style) composed of iron or vinyl.
- b. When a rear lot line fence faces a retention pond, the fence must contain a gate which allows direct access to area between the fence and the edge of the water for mowing and edging of grass without crossing into the neighboring lot. (Maintenance of the grass to the water edge is the responsibility of the owner or tenant of the residence.)
- c. If the rear property line fence is shadow box, picket or plank, it must be natural wood color.
- d. If the rear property line fence is metal spaced picket (wrought iron style), the color must be black.

**314.4** Maximum height permitted is six feet. Top of fence can be no more than six feet above grade.

**314.5** No fencing shall extend beyond the halfway point of the sidewall plane of the structure into the front yard.

**314.6** Fence sections with gates may be installed, where allowed on side yards.

**314.7** Wood fencing may not be painted; only transparent wood stain or wood preservative will be allowed.

**314.8** When a fence is currently in place on an adjacent property, consideration should be given to aligning the front portion of the fences.

## **Meadows HOA Architectural Guidelines – Current Version**

- 314.9** Support posts must be installed on the inside of the fence being installed.
- 314.10** All fences must adhere to and comply with St. Johns County code and regulations.



**PROPOSED REVISION – ADD NEW PARAGRAPH**

**314.11 Wood Fence Maintenance Standards**

A properly maintained wood fence must meet the following key criteria to comply with Section 314.1(g). Detailed inspection criteria and checklist are provided in Appendix [X].

**314.11.1 Structural Stability**

- a. Posts must be firmly set with no visible leaning or movement
- b. All horizontal rails must be level, firmly attached, and free of significant sagging
- c. Pickets must be securely fastened with uniform height and spacing
- d. No temporary repairs such as metal braces, wire ties, or rope supports are permitted

**314.11.2 Physical Condition**

- a. No broken, missing, or significantly damaged pickets
- b. No major rot, especially at ground level posts
- c. No significant cracks or splits in posts or rails
- d. Bottom rot limited to 2 inches or less where pickets contact ground
- e. No gaps large enough to see through when viewed straight-on from 6 feet away
- f. Free from excessive dirt, mold, and mildew

**314.11.3 Gates**

- a. Must open and close smoothly
- b. Must latch securely
- c. Must align with fence height
- d. All hardware must be complete and functional

**314.11.4 Overall Integrity**

- a. Fence must remain stable under normal use conditions
- b. No loose or missing fasteners
- c. Posts and rails must be properly connected

## **Meadows HOA Architectural Guidelines – Proposed Revision**

- d. All repairs must be permanent and match existing fence design and materials

**PROPOSED REVISION – ADD NEW APPENDIX**

## **Visual and Physical Inspection Criteria for Wood Fence Maintenance Standard**

This inspection criteria accounts for an aged fence, local conditions in northeast Florida, and focuses on safety and functionality while maintaining aesthetic standards.

### **Structural Stability**

1. Posts (4x4):
  - No visible leaning
  - No rocking when firmly pushed
  - No significant rot, especially at ground level
  - No major cracks or splits
2. Rails (2x4):
  - All three rails present and level
  - No visible sagging (less than 2" deflection between posts)
  - Firmly attached to posts
  - No significant rot or insect damage
  - No major splits or cracks
3. Pickets:
  - Firmly attached (no looseness when grabbed)
  - Uniform height alignment across fence line
  - Even spacing between pickets
  - No gaps large enough to see through when viewed at 90 degrees from 6 feet away
  - Bottom rot limited to 2" or less where pickets contact ground
  - No broken or missing pickets
  - Upper 70" of 6 foot pickets free from significant damage

### **Gate Function**

1. Operation:
  - Opens and closes smoothly
  - Latches securely when closed
  - No dragging on ground
  - Aligns with fence height
  - Pickets match fence pattern
  - Hardware complete and functional

### **Basic Strength Test**

1. Lean Test:
  - Fence should remain firm when an adult (150+ lbs) leans against it
  - Test both at posts and midway between posts
  - No significant movement or creaking

### **Unacceptable Conditions**

1. Temporary Repairs:
  - No metal or wood splints/braces
  - No wire ties or rope supports
  - No temporary post supports
2. Structural Issues:
  - Loose or missing fasteners
  - Gaps between rails and posts
  - Unstable posts
  - Broken or split pickets
  - Missing pickets

**CURRENT SECTION**

**325. Roofing**

- 325.1 Any and all roof modifications and improvements require the approval of the Architectural Review Committee ("ARC"), and obtaining a St Johns County Building permit, prior to the commencement of roof work.
- 325.2 Any and all roof modifications and improvements require the use and installation of architectural shingles (also described as dimensional, laminate, or laminated architectural shingles) that are rated and installed to withstand winds of up to 130 mph.
- 325.3. Any and all repair replacement of a roof shingle shall be repaired or replaced so that it matches in quality, color, and size with the shingles in the adjoining areas and the repaired roof shall present a uniform consistent appearance when viewed from the street.
- 325.4 The individual repair replacement of a broken Three-Tab shingle is required to use a matching Three-Tab shingle. Otherwise, the use of Three-Tab shingles is prohibited.

**REVISED SECTION**

**325. Roofing**

**325.1** Any and all roof modifications and improvements require the approval of the Architectural Review Committee ("ARC"), and obtaining a St Johns County Building permit, prior to the commencement of roof work.

**325.2** Any and all roof modifications and improvements must utilize roofing systems and materials recognized by the Florida Building Code (FBC) that meet or exceed the wind uplift and impact resistance standards as specified in ASCE 7-22 for hurricane protection. Approved roofing systems for 1 or 2-story private single-family residences include:

- **Architectural (Dimensional) Shingles:** Must meet ASTM D7158 Class H or ASTM D3161 Class F standards, rated to withstand winds of up to 130 mph. These shingles provide enhanced wind resistance and a layered, contoured appearance.

**325.3** The roof color must be consistent and architecturally compatible with and similar to the color palette of current Association ARC approved roof installations.

**325.4** Any and all repair replacement of a roof shingle shall be repaired or replaced so that it matches in quality, color, and size with the shingles in the adjoining areas and the repaired roof shall present a uniform consistent appearance when viewed from the street.

**325.5** The individual repair or replacement of a broken Three-Tab shingle is required to use a matching Three-Tab shingle to maintain uniformity until roof replacement is required. Otherwise, the use of Three-Tab shingles is prohibited.

**325.6** All roofing materials and systems must be installed according to the manufacturer's specifications and guidelines to ensure compliance with the FBC and ASCE 7-22 standards.

**CURRENT VERSION**

**329. Storage Sheds**

329.1 The Board of Directors of the Association has issued a waiver of enforcement by the Association against sheds (Article VIII, Section 8.5 of the Covenants) for, and only for individual storage shed that comply with the following published requirements and conditions, and has received ARC approval.

329.2 Failure to maintain shed in compliance with the following requirements and conditions is in violation of Article VIII, Section 8.5 of the Covenants.

**329.3 Storage Shed Requirements and Conditions**

329.3.1 **Definition:** A storage shed in The Meadows is prefabricated or on site constructed enclosure that is less than 9 feet high, less than 150 square feet in area and is used for the storage of lawn tractors, garden implements, bicycles and other common household commodities.

329.3.2 **Quantity:** Only one shed per lot will be approved.

329.3.3 **Use:** Sheds shall be used only for the storage of lawn tractors, garden implements, bicycles and other common household commodities

329.3.4 **Prohibited Use:** Under NO any circumstances shall the storage shed be used as a living or recreational space.

329.3.5 **Location:** Sheds may be located only within the building setback lines and must be in the backyard.

329.3.6 **Location on retention ponds:** When the residence is on a retention pond, the shed must be placed directly against the rear of the home within the building setback lines.

329.3.7 **Size:** Maximum footprint shall be 150 square feet (i.e., 10' X 10' or 8' X 12').

329.3.8 **Height:** Maximum allowable height shall be 9 feet.

329.3.9 **Structure:** Sheds of wood, metal or plastic construction are permitted.

## **Meadows HOA Architectural Guidelines – Current Version**

- 329.3.10 **Floor and Fountain:** Sheds must include a solid floor composed of either a 4-inch-thick concrete slab or an integrated floor of suitable building material (e.g., pressure treated lumber). The area around the foundation must be backfilled; no exposed space under the shed will be permitted. A suitable barrier must be in place to prevent burrowing animals from making a habitat under the shed. (No dirt or gravel floors will be permitted inside the shed.)
- 329.3.11 **Roof:** Roof must be sloped to compliment the primary residence. Flat roofs will not be approved.
- 329.3.12 **Door Latches:** All sheds must have a door that latches.
- 329.3.13 **Utilities:** Any utilities servicing the shed must be underground. No above ground utilities of any type will be permitted.
- 329.3.14 **Exterior lighting:** Any lighting on the exterior of the shed shall not exceed 1200 lumens (the equivalent of a 75-watt incandescent light bulb) and must be enclosed in a permanent fixture attached to the shed. Every efforts must be undertaken to shield neighbors from light overrun.
- 329.3.15 **Maintenance:** Property owners are responsible for the maintenance of all structures on their property, including the shed and any landscaping included, and approved, in the initial request.
- 329.3.16 **Exterior:** No items may be stored outside of, or attached to the outside of, the shed.
- 329.3.17 **Security:** Shed doors should be kept closed and latched when not in use.

**PROPOSED REVISION**

**329. Storage Sheds**

329.1 The Board of Directors of the Association has issued a waiver of enforcement by the Association against sheds (Article VIII, Section 8.5 of the Covenants) for, and only for individual storage shed that comply with the following published requirements and conditions, and has received Architectural Review Committee (ARC) approval.

329.2 Failure to maintain storage shed in compliance with the following requirements and conditions is in violation of Article VIII, Section 8.5 of the Covenants.

329.3 All new and replacement storage sheds require approval by the ARC before construction begins.

329.4 **Definition:** A storage shed in The Meadows is a prefabricated or on-site constructed enclosure that is less than 9 feet high, less than 150 square feet in area, and is used for the storage of lawn tractors, garden implements, bicycles, and other common household commodities.

**329.5 General Requirements**

329.5.1 **Quantity:** Only one storage shed per lot will be approved.

329.5.2 **Use:** Storage sheds shall be used only for the storage of lawn tractors, garden implements, bicycles, and other common household commodities.

329.5.3 **Prohibited Use:** Under NO circumstances shall the storage shed be used as a living or recreational space.

**329.5.4 Size and Height:**

- a. Maximum footprint shall be 150 square feet (i.e., 10' X 10' or 8' X 12').



## **Meadows HOA Architectural Guidelines – Proposed Revision**

- b. Maximum allowable height shall be 9 feet measured from ground level of the yard.

329.5.5 **Structure:** Storage sheds of wood, metal, or plastic construction are permitted.

329.5.6 **Roof:** Roof must be sloped to complement the primary residence. Flat roofs will not be approved.

329.5.7 **Door and Latch:** All storage sheds must have a door and latch that secures the door closed.

### **329.6 Location and Placement**

329.6.1 **General Placement:** Storage sheds may be located only within the building setback lines and must be in the backyard.

329.6.2 **Retention Pond Lots:** When the residence is on a retention pond, the storage shed must be placed directly against the rear of the home within the building setback lines.

329.6.3 **Yard Regions:** For the purpose of shed placement, yard regions are defined as:

- a. **Front Yard:** Area between the front property line and the front facade of the house, spanning the full lot width.
- b. **Side Yards:** Areas between side property lines and the house, extending from front yard to back yard.
- c. **Back Yard:** Area between the rear facade of the house and the rear property line, spanning the full lot width.

### **329.6.4 Special Lot Configurations:**

- a. **Corner Lots:** The front yard faces the primary street address. The secondary street-facing side is considered a side yard.

## **Meadows HOA Architectural Guidelines – Proposed Revision**

- b. **Pie-Shaped Lots:** Standard yard definitions apply, with the understanding that side yards may converge toward the rear.

### **329.6.5 Setback Compliance:**

- a. Sheds must be placed within building setback lines as established by local zoning ordinances.
- b. Property owners should verify current setback requirements before storage shed placement.
- c. Easements may further restrict storage shed placement areas within the backyard.

### **329.7 Construction and Maintenance**

#### **329.7.1 Floor and Base:**

- a. Storage sheds must include a solid floor composed of either a 4-inch-thick concrete slab or an integrated floor of suitable building material (e.g., pressure-treated lumber).
- b. The area around the base must be backfilled to prevent animals from residing under the storage shed.
- c. No exposed space under the storage shed or its floor structure will be permitted.
- d. A suitable barrier must be installed to prevent burrowing animals from making a habitat under the storage shed. This barrier should:
  - Extend at least 12 inches below ground level.
  - Be made of durable materials such as hardware cloth, metal flashing, or concrete.
  - Be securely attached to the shed's base or floor structure.
- e. No dirt or gravel floors will be permitted inside the storage shed.

## **Meadows HOA Architectural Guidelines – Proposed Revision**

329.7.2 **Utilities:** Any utilities servicing the storage shed must be underground. No above-ground utilities of any type will be permitted.

329.7.3 **Exterior Lighting:**

- a. Any lighting on the exterior of the storage shed shall not exceed 1200 lumens (approximately equivalent to a 75-watt incandescent light bulb).
- b. Exterior lighting must be enclosed in a permanent fixture attached to the storage shed.
- c. Every effort must be undertaken to shield neighbors from light overrun.

329.7.4 **Maintenance:**

- a. Property owners are responsible for the maintenance of all structures on their property, including the storage shed and any landscaping included, and approved, in the initial request.
- b. No items may be stored outside of, or attached to the outside of, the storage shed.
- c. Storage shed doors should be kept closed and latched when not in use.

## **329.8 Application and Documentation**

329.8.1 Applications for storage shed approval must include:

- a. A plot plan showing proposed storage shed location.
- b. Measurements from property lines and house.
- c. Identification of yard regions.
- d. Documentation of setback compliance.

## **Meadows HOA Architectural Guidelines – Proposed Revision**

**329.8.2 Professional Guidance:** For irregular lots or unclear situations, property owners are encouraged to:

- a. Consult their property survey.
- b. Verify setback requirements with local authorities.
- c. Seek professional surveying services if needed.

### **329.9 Compliance**

All storage sheds must adhere to and comply with St. Johns County code and regulations in addition to these guidelines.