

**OAK HAMMOCK PRESERVE COMMUNITY OWNERS ASSOCIATION, INC.**

**OFFICIAL RECORDS RETENTION POLICY**

WHEREAS, the Board of Directors (the “Board”) of Oak Hammock Preserve Community Owners Association, Inc. (the “Association”) is charged with the responsibility of managing the affairs of the Association in accordance with the Declaration of Covenants, Conditions and Restrictions for Oak Hammock Preserve; (the “Declaration”), the Bylaws of Oak Hammock Preserve Community Owners Association, Inc. (the “Bylaws”); and the Association’s rules and regulations, all as may be amended from time to time (collectively referred to as the Association’s “Governing Documents”);

WHEREAS, the Association is a homeowners association governed by Chapter 720, Florida Statutes and the Association’s Governing Documents;

WHEREAS, Chapter 720 of the Florida Statutes requires the Association to maintain the official records of the Association;

WHEREAS, the Board desires to establish a policy regarding the retention and disposal of the Association’s official records;

NOW, THEREFORE, BE IT RESOLVED, the following policy has been adopted by the Association’s Board of Directors.

1. The official records of the Association will be maintained according to the following retention schedule:

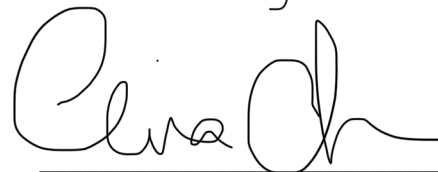
<b>Official Record</b>	<b>Retention Period</b>
Declaration - Copy	Permanent
Bylaws - Copy	Permanent
Articles of Incorporation - Copy	Permanent
Rules and Regulations, Policies	Current version with revision history
Plans, specifications, permits and warranties related to common areas and other property the Association is required to maintain	7 years or current warranties
Roster of member’s designated mailing address and electronic mailing address	Current roster
Meeting Minutes	7 years
Insurance Policies	7 years

Contracts	7 years after expiration or termination
Financial and accounting records	7 years
Records related to voting (ballots, sign-in sheets, voting proxies)	1 year after the date of the election, vote, or meeting
Bids received for work to be performed	1 year
All other written records related to the operation of the Association not specifically identified	7 years

2. **Destruction of Records.** With the exception of any pending or threatened litigation hold addressed in Paragraph 3 of this Policy, official records will be destroyed at the end of the applicable retention period.

3. **Litigation Hold.** In the event the Association is served with any subpoena or request for documents or in the event any person becomes aware of a governmental investigation or audit concerning the Association or the commencement of or threat of litigation against the Association, any further disposal of documents shall be immediately suspended until such time as the Association’s Board of Directors, with the advice of counsel, determines otherwise. The Secretary shall take such steps as is necessary to promptly inform all affected persons of the suspension in the further disposal of documents.

The undersigned secretary of OAK HAMMOCK PRESERVE COMMUNITY OWNERS ASSOCIATION, INC. hereby certifies that the foregoing DOCUMENT RETENTION POLICY was adopted by the Board of Directors effective as of the 15 day of July, 2023.



Gina Charles, Secretary