

Virginia Crossing Records Retention Policy

This Records Retention Policy is required by Florida State Statute §720.303(4)(a)

“(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.”

Files required to be saved will be done so for the time required by state statute or by this policy, whichever is for a longer period.

Digitized files are preferred for all records, except for approved meeting minutes & architectural requests. Those files are to be saved in both paper & digitized formats, preferably PDF.

Paper files turned over by the management company to VC HOA will be preserved in the VC office for seven years. Paper files are to be shredded after seven years.

Digitized files are to be saved in Windows folder named VC Records & Files, organized into appropriate sub-folders, with a cloud backup.

All official records, with the exception of litigation matters, are available to owners. Any records not on the website may be requested by email or letter to the VC Secretary. The Secretary is responsible for providing those documents within 10 business days from the date request received, subject to penalties provided for in Florida Statute 720.

Primary Person Responsible to ensure the Records Retention Policy is followed: VC Board Secretary

Management Company

- 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.
 - At the beginning of a new year, the management company will forward previous year paper copies of these member statements to the VC Secretary – save for seven years
- Invoices, bank statements
 - Management company will digitize all invoices & bank statements, provide digital copies to the VC Treasurer on a monthly basis.
 - At the beginning of a new year, the management company will forward previous year paper copies of these documents to the VC Secretary – save for seven years

Architectural Committee Chair

- Architectural requests – saved indefinitely, both paper & digitized files
 - Architectural Requests are to be organized & filed by street address

Secretary

- Meeting minutes – saved indefinitely, both paper & digitized files
- Governing Documents, Policies – saved indefinitely
- Insurance Policies – currently in effect
- Member & Tenant Roster –current residents only
- Ballots, proxies, member meeting sign-in sheet – one year
 - Paper file as saved by management company
- 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. - saved indefinitely

President

- Attorney opinions - saved indefinitely
 - Attorney letters should be scanned & saved as PDF
 - Opinions given in emails should be saved as PDF
- SWFWMD inspection reports – saved indefinitely
- Bids & Proposals – one year
- Contracts – minimum seven years
- Vendor inspection reports – minimum one year (Pond Maintenance, Pool, Termite Inspection)

Treasurer

- Financial Audits by CPA - saved indefinitely
- Yearly Budgets - saved indefinitely
- Monthly Financial Report by management company – minimum seven years
- Yearly Financial Report by management company – minimum seven years
- Bank & Financial Statements - minimum seven years
 - Management company will digitize all bank statements & provide digital copies to the VC Treasurer
 - Treasurer will download any financial management statements, send copy to management company, save statement
- Invoices – minimum seven years
 - Management company will digitize all invoices & provide digital copies to the VC Treasurer
- Tax Returns – saved indefinitely
- Reserve Studies – save the three most recent studies

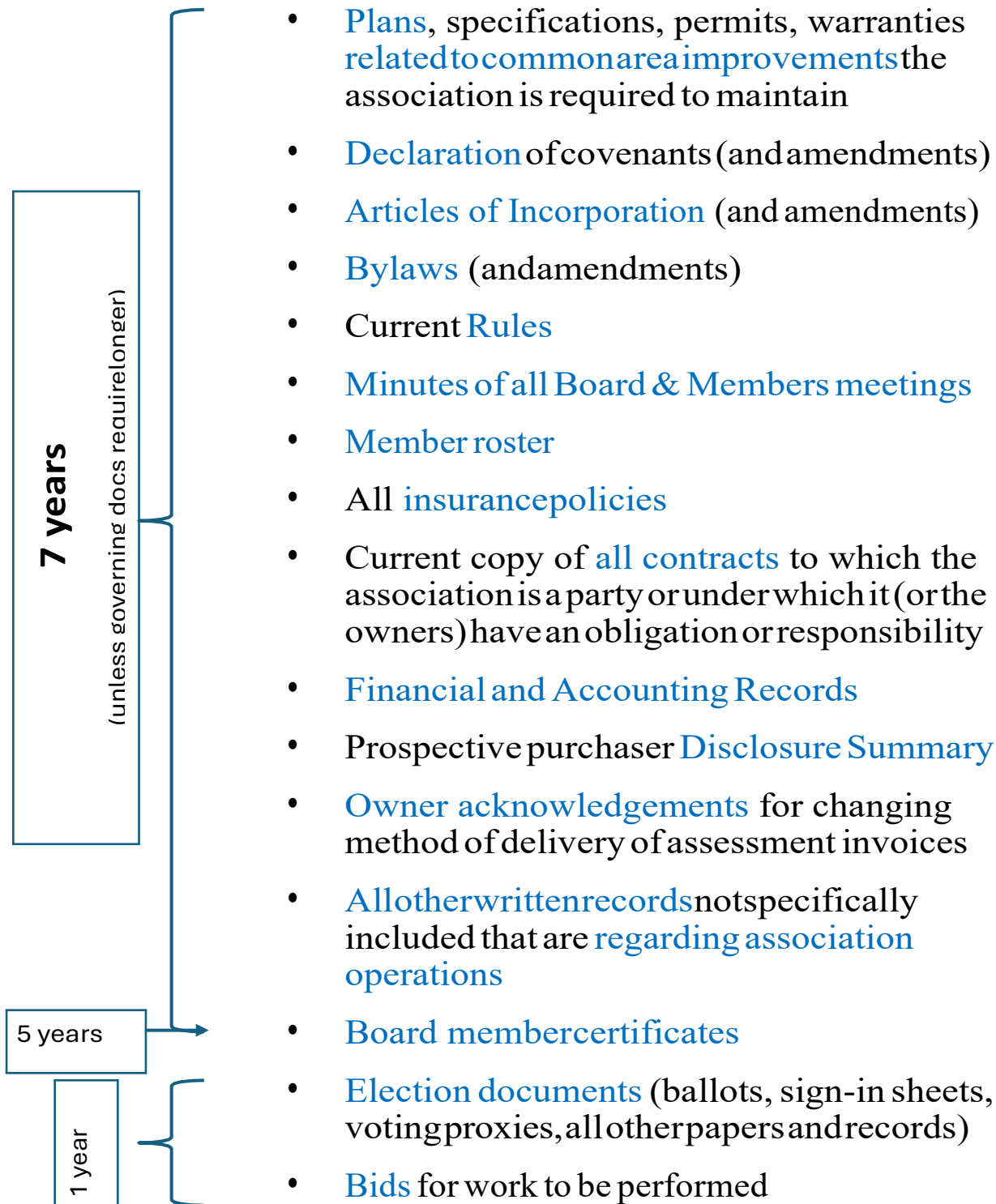
A motion made and seconded, this policy approved

This 16th day of October 2025

Ron Matuska

Board President

STATUTORY REQUIREMENTS FOR OFFICIAL RECORDS RETENTION HOAs (720.303(4)(2024))*



* As of 7/1/24 (per HB 1203)