

PEBBLE BEACH VILLAS

PROCEDURE #4

VITAL RECORDS

PURPOSE OF PROCEDURE: Florida Law 718.113(12) Official Records requires PBV to maintain and secure vital records and on-going records, i.e. all documents produced by the Association, to effectively manage the affairs of the PBV association.

ITEMS COVERED: The PBV-Board of Directors (BOD) has obtained a lockable, metal, three drawer file cabinet located at the clubhouse for records storage. The addition and removal of all materials must be done in accordance with the procedures set forth herein.

Vital Records are pursuant to FL 718. Included are the following records:

1. Copy of plans, permits, warranties, and other items provided by the developer.
2. Photocopy of recorded declaration of condominium and amendments.
3. Photocopy of recorded by-laws of the association and amendments.
4. Certified copy of the articles of association or other documents creating the association and amendments.
5. Copy of current rules of association.
6. A book of books that contain the minutes of all meetings of the association, board of administration, and unit owners.
7. Current roster of all unit owners, their mailing addresses, unit identifications, voting certifications, and phone numbers.
8. Current insurance policies of the association.
9. Copy of management agreement, lease, or other contracts to which the association is party.
10. Accounting records
11. Ballots, sign in sheets, voting proxies and other electronic records relating to voting.

Note: Pursuant to Statute 718, items 1-6 above will be permanently maintained. All other records will be maintained for 7 years except voting records, which will be maintained for 1 year. The above documents can be found at Elliott Merrill (EM), PBV attorney, electronically, or in the vital records file cabinet located in the clubhouse. (The association may select to keep some documents longer for historical reference.)

EXCEPTION: This procedure shall NOT change or impact the current procedures followed by the property manager EM or the PBV attorney in retaining and safeguarding association records according to the signed agreement between PBV and EM and per Florida Law requirements. EM remains responsible for the timely servicing of all owner requests for Association documents per FL Statute 718.

PROCEDURAL STEPS:

1. At the initiation of this procedure, the BOD and EM compiled an initial list of required documents. The BOD requested owners to submit any documents in their possession, and all collected materials have been included in the records filing system.
2. On January 1, 2020, the BOD commenced collecting PBV historical records and began comprehensive preservation and storage.
3. The BOD has established appropriate procedures for all board members to have access to the files as specified herein. However, the procedures shall be specific for the President, Secretary and Treasurer, as related to each Board member's responsibilities.
4. The BOD has established an annual review process for each April to assure that the records are properly accounted for and maintained.

ACCESS AND USE PROCEDURES:

1. The PBV Board Secretary shall be responsible for creating and maintaining a "Records Control List" documenting records access, removal and return to be reviewed each April.
2. Access to the records files is available to current board members. Access shall also be provided to committee chairpersons upon approval of the Board. The BOD can authorize access to the files upon request when necessary and appropriate, to any owner upon request.
3. The records control list shall be maintained in the front of the file cabinet's top drawer in an orange binder and shall provide for entering information pertaining to the withdrawal/return of all records.
4. Anyone who has removed records from the files must PROMPTLY send an explanatory email to the board President and Secretary. If the records are not returned within SEVEN days, an email is required to specify the reason why the records are required and the expected return date.
5. Files should be added to the Records Files by the responsible board member, as soon as practical, upon availability. A new folder shall be created by the President, Secretary or Treasurer.

6. File cabinets shall ALWAYS be locked. Keys for access shall be available from designated Board members.
7. Florida Law 718.301 requires that all outgoing board or committee members must relinquish all official records and property of the association within five days after leaving the Board.
8. The current list of Vital Records/Useful Records is identified below.

ASSOCIATION RECORDS TO BE MAINTAINED:

1. FOUNDING DOCUMENTS
 - a. Articles of Incorporation (with amendments)
 - b. Declaration of Condominium (with amendments)
 - c. By-Laws (with amendments)
 - d. Architectural drawing
2. ADMINISTRATIVE
 - a. Annual meeting 2021
 - b. Annual meeting 2022
 - c. Annual meeting 2023
 - d. Annual meeting 2024
 - e. Board of director minutes 2020
 - f. Board of director minutes 2021
 - g. Board of director minutes 2023
 - h. Board of director minutes 2024
 - i. Board of director minutes previous
 - j. Board of director planning
 - k. Board of director training
 - l. Directories
 - m. Elliott Merrill contract
 - n. Florida Statute 718
 - o. Forms/miscellaneous
 - p. Legal
 - q. Legal org documents
 - r. Limited common elements
 - s. Owner notices
 - t. Procedures
 - u. Rentals
 - v. Rentals and leases
 - w. Rules and regulations
 - x. Rules and regulations history
 - y. Vital records
3. FINANCIAL
 - a. Annual meeting green sheet
 - b. Auditor financial statements
 - c. Budgets annual

- d. Budgets 2019
 - e. Budgets 2020
 - f. Budgets 2022
 - g. Budgets 2023
 - h. Budgets 2024
 - i. Bylaws 2019
 - j. Bylaws 2023
 - k. Bylaws 2021
 - l. Bylaws 2023
 - m. Bylaws 2024
 - n. Elliott Merrill financial report
 - o. Financial
 - p. Flood insurance
 - q. Insurance appraisal
 - r. Insurance replacement cost
 - s. Reserve planning
 - t. Reserve account study
4. INFRASTRUCTURE
- a. Backflow inspection
 - b. Clubhouse renovation
 - c. Contracts/bids
 - d. Contractor rules
 - e. Equipment manuals
 - f. Garage doors
 - g. Inspection report
 - h. Maintenance man duties
 - i. Owner responses
 - j. Painting
 - k. Paving
 - l. Plumbing/sewage
 - m. Pool
 - n. Pool deck
 - o. Pool fence 2021
 - p. Pool project 2023
 - q. Roofing project 2024 selected vendor
 - r. Roofing project 2024 notes
 - s. Security camera
 - t. Sewer line mapping
 - u. Washer/dryer hot water 2021
5. ORIGINAL DRAWINGS /PBV MISCELLANEOUS
- a. Building Drawings
 - b. Landscape care
 - c. Landscape lighting

- d. Landscape sprinklers
 - e. Original PBV Brochure
 - f. Painting Project
 - g. Palm Tree Map
6. VOTING RECORDS (maintained by Elliott Merrill)
- a. Ballots
 - b. Sign-in-sheets
 - c. Voting Proxies