



HOA Official Records Checklist

In accordance with House Bill 1203 and legislative requirements effective January 1, 2025, the following documents **are** available to owners through the association website for viewing or download at www.staugshores.com at their convenience:

- ✓ Articles of Incorporation of Association
- ✓ Bylaws of the Association
- ✓ Deed Restrictions by Unit
- ✓ Rules and Regulations
- ✓ Board Meeting Minutes
- ✓ Architectural Control Committee Manual

The following documents **are not** available on the association website and **owners must submit a request in writing** to the association to schedule a time to inspect, view, and/or copy. Please be advised that the association charges a copying fee of .25 cents per page for any document in excess of (25) pages. Additionally, the association charges \$20 per hour for a personnel fee due to time spent retrieving and copying the records in excess of one-half hour.

- Current roster of all members and their designated mailing addresses
- Association Insurance Policies
- Current copy of all contracts that the association is part of
- Copy of all bids that the association received in the past (12) months
- Financial and/or Accounting Records: (please state specifically what you are requesting)
- Copy of the Disclosure Summary
- Ballots, Sign-In Sheets, Voting Proxies and all other papers and electronic records related to voting which are maintained for (1) year after the election or meeting.
- Any Other Records of the Association Requested: (please state specifically what you are requesting)

Owner Printed Name: _____ Signature: _____

Property Address: _____

Date of Request: _____ Received By (Office Personnel): _____

Date Request Fulfilled: _____



OFFICIAL RECORDS REQUEST

TO: The Board of Directors of St. Augustine Shores Service Corporation

As a parcel owner and member of the homeowner's association and pursuant to Florida Statutes, 720.303(5), the undersigned hereby requests to inspect and/or copy the following official records of the Association:

This written request is made pursuant to Florida Statutes, 720.303(5)(c), and has been sent via certified mail to St. Augustine Shores at 790 Christina Drive, St. Augustine, FL 32086. Florida law requires that "The official records shall be maintained within the state and must be open to inspection and available for photocopying by members or their authorized agents at reasonable times and places within 10 business days after receipt of a written request for access." Further, "The failure of an association to provide the records within 10 working days after receipt of a written request shall create rebuttable presumption that the association willfully failed to comply." Please provide the undersigned with an appointment to view the requested official records.

Signature: _____

Printed Name: _____

Address: _____

Phone Number: _____ Email: _____

Date: _____

The Association will contact you to schedule an appointment to view the requested documents once your certified request is received. Thank you.