

# OAKSTEAD HOMEOWNER'S ASSOCIATION, INC.

## RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING PROCEDURES FOR THE DESTRUCTION OF OFFICIAL RECORDS OF THE ASSOCIATION

WHEREAS, Chapter 720 of the Florida Statutes requires the Association to maintain certain documents as the official records of the Association; and

WHEREAS, the Association has contracted with Greenacre Properties, Inc. (the "Manager") for property management services, including but not limited to the retention and storage of the official records of the Association; and

WHEREAS, those official records of the Association in the possession of the Manager are located at either the main office of the Manager or its storage facility; and


WHEREAS, the Board of Directors of the Association has determined that it is in the best interest of the Association to develop procedures for the destruction of official records of the Association in the possession of the Manager;

NOW, THEREFORE, BE IT:

RESOLVED, that the Board of Directors of the Association grants the Manager permission to destroy official records of the Association, without further written authorization or permission from the Association, under the following terms and conditions:

1. The Manager may destroy or cause to be destroyed "expired official records" of the Association in the possession of Manager. "Expired official records" shall refer to those official records that have been retained beyond the expiration of any applicable retention period imposed by Chapter 720 of the Florida Statutes, any rules promulgated by governmental authorities pursuant thereto, or any other applicable law.
2. Prior to destroying any expired official records, the Manager shall provide prior written notice to the Board of Directors (notification by e-mail is acceptable), identifying the specific expired official records the Manager intends to destroy.
3. The Board of Directors shall notify the Manager, in writing (e-mail is acceptable), whether it consents to the destruction of all or some of the expired official records. If the Board of Directors does not consent to the destruction of some or all of the expired official records, it shall identify in its written notice those specific expired official records that are not to be destroyed, and the Manager shall deliver possession of such records to the Association. The failure by the Board of Directors to reply to the Manager within five (5) business days of the date of Manager's written notice shall be deemed a consent by the Board of Directors for the destruction of the expired official records.
4. The Manager may use a professional document destruction/disposal company, at the expense of the Association, and the expired official records will be destroyed either at the office/storage facility of the Manager or such other location as may be designated by the professional document destruction/disposal company.
5. The Manager will use reasonable efforts to maintain and safeguard the confidentiality of the expired official records during and after the destruction and disposal of said records; provided, however, the Association acknowledges that the Manager cannot guaranty or warrant the confidentiality of the expired official records.

IN WITNESS WHEREOF, the Board of Directors of **OAKSTEAD HOMEOWNER'S ASSOCIATIONS, INC.** at a duly noticed meeting of the Board of Directors at which a quorum was present, held on the 13th day of March, 2023, in the manner required by the Association's governing documents, has adopted the foregoing resolutions upon motion made by Hunter Florian and seconded by Alan Stern and passing with a vote of 5 in favor and 0 opposed; therefore, a majority of the Directors approved the resolution, which is to be made a part of the minutes of the meeting of the Board of Directors held on the 13th day of March, 2023.

  
Jeffrey A Conran (Mar 16, 2023 18:05 EDT)

Print Name: Jeffrey A Conran  
Title: President

  
Holly McKelvey (Mar 19, 2023 16:34 EDT)

Print Name: Holly McKelvey  
Title: Secretary











# RecordsDestructionResolution

Final Audit Report

2023-03-19

Created:	2023-03-16
By:	Stephanie Tirado (stirado@greenacre.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYSTtyaaXrrDdn0B6ThEt_Vd8OmHe9haj

## "RecordsDestructionResolution" History

-  Document created by Stephanie Tirado (stirado@greenacre.com)  
2023-03-16 - 5:58:34 PM GMT
-  Document emailed to jeffconranoaksteadhoa@gmail.com for signature  
2023-03-16 - 5:59:47 PM GMT
-  Email viewed by jeffconranoaksteadhoa@gmail.com  
2023-03-16 - 10:04:46 PM GMT
-  Signer jeffconranoaksteadhoa@gmail.com entered name at signing as Jeffrey A Conran  
2023-03-16 - 10:05:44 PM GMT
-  Document e-signed by Jeffrey A Conran (jeffconranoaksteadhoa@gmail.com)  
Signature Date: 2023-03-16 - 10:05:46 PM GMT - Time Source: server
-  Document emailed to hollymoaksteadhoa@gmail.com for signature  
2023-03-16 - 10:05:47 PM GMT
-  Email viewed by hollymoaksteadhoa@gmail.com  
2023-03-19 - 10:32:18 PM GMT
-  Signer hollymoaksteadhoa@gmail.com entered name at signing as Holly McKelvey  
2023-03-19 - 10:34:28 PM GMT
-  Document e-signed by Holly McKelvey (hollymoaksteadhoa@gmail.com)  
Signature Date: 2023-03-19 - 10:34:30 PM GMT - Time Source: server
-  Agreement completed.  
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