

PARRAMORE SHORES PROPERTY OWNERS' ASSOCIATION, INC.

Email: admn@pspoa.net | Association Website: PSPOA Web site

Board Meeting Minutes

Date: August 26, 2026 | Time: 6:30 PM

Location: Hosted by Jamie Freeman (2723 Deborah Drive, Tallahassee, FL 32310)

Meeting Called to Order

- Time: 6:31 PM
- Chair: Jamie Freeman

Attendance & Quorum

- Officer Responding: Jack Bratcher
- Quorum Status: Established (All 7 board members present)
- Board Roll Call:
 - Jamie Freeman
 - Jack Bratcher
 - Steve Denmark
 - Kathleen Smith
 - Joe Viera
 - Teresa Bailey
 - Mark Anderson
- Other Property Owners Present:
 - Rachael Mook
 - Lynn Anderson
 - Julie Graham-Pels
 - Arthur Aveling
 - Pamela Aveling
 - Christina Freeman
 - Camille Pawlik

Approval of Minutes

- Lead: Jamie Freeman
- Motion to Approve: Steve Denmark
- Second: Jamie Freeman
- Action/Decision: Board meeting minutes from 6/3/2026 were officially approved to be posted on the association website.
- *Note: Approval of agenda is not required by Florida Statutes (F.S.). Requesting last-minute additions.*

Treasurer Update

- Lead: Steve Denmark
- Financial Summary:
 - Total overall cash in account: \$21,489.64
 - Road Maintenance Reserve: \$9,818.28 allocated. Steve noted that this full amount may no longer be required since the first section of the easement has been successfully turned over to the county.
 - Remaining unallocated cash: \$11,671.36
 - Revitalization Funding: \$5,500.00 in anticipated funds for revitalization will be covered out of the \$11,671.36 remaining unallocated cash balance.
 - Outstanding accounts: 3 parcel owners have not paid, totaling \$900.00 in uncollected dues.
 - Pending transactions: 1 estoppel request is active for \$299.00.
 - Spreadsheet attached

Road Update

- Lead: Jamie Freeman / Joe Viera
- Updates Provided:
 - **A. County Road Section:** The entrance section of Parramore Shores Road has been officially turned over to Leon County for ongoing maintenance. Jamie Freeman reported that the county is scheduled to grade and maintain this front road section every two weeks.
 - **B. Reporting Issues:** Residents who notice issues or wish to request maintenance on this front county-controlled section should contact Leon County Operations directly at 850-606-1400.
 - **C. Revised Maintenance Contract:** Turning over the entrance section reduces the workload currently completed by vendor David Scott by approximately half. Jamie Freeman confirmed he holds a copy of David Scott's original contract.
 - **Motion on Contract:** Jamie Freeman made a motion to reduce David Scott's maintenance contract to \$600.00/month, keeping all other original terms identical, to take effect on September 1.
 - **Vote Results:** The motion was seconded by Joe Viera. The motion carried, with Steve Denmark voting as the sole dissenting "no" vote.
 - **D. Vendor Research & County Alternative:** Mark Anderson volunteered to research if another private vendor would be willing to complete the required maintenance on the remaining PSPOA-maintained section of the road for a lesser amount. Additionally, Jamie Freeman mentioned that the county could grade this remaining section for approximately \$200 (\$98.00/hr x 2hrs), though the county requires service payment upfront via a credit card.

Architectural Committee Update

- Lead: Jack Bratcher
- Updates Provided: Three homes are nearing completion, with anticipated closing dates scheduled September. The transfer of these properties to the new owners will need to be carefully monitored to align with the ongoing revitalization process.

Old Business Follow-Up

- **A. Revitalization Update:** Led by Jamie Freeman
 - Committee Actions: Following the emergency meeting held on August 13, 2026, the Revitalization Committee (consisting of Jamie Freeman, Kathleen Smith, and Arthur Aveling) put together and sent over their list of questions to Attorney Jerry Hosey. The committee received back answers to their top 5 prioritized questions. The committee also conducted a one-hour consultation call via Microsoft Teams with Attorney Anderson on August 26, 2026. Both email response threads are attached as supporting documents.
 - Operational Guidelines: Operational guidelines during this period specify that business as usual for the Board should be conducted. There will be no Short-Term Rental (STR) vote and no dues structure changes. Invoices can still be mailed out; however, no collection processes can take place without first obtaining and consulting legal advice.
 - Voting Rights & Parcel Verification: The attorneys are currently confirming how voting rights are affected if a parcel owner has completed a unity of title. Once a formal legal opinion is received, all previous voting methods will be updated to reflect correct legal procedures. Legal confirmation is also being sought to clarify whether parcel owners who are currently delinquent on their annual dues are legally allowed to vote. The original 101–102 parcels must be fully vetted to determine exactly who holds the right to vote and how many total votes are required to successfully revitalize the covenants. A complete list of all current parcel owners will be delivered to the attorneys. Additionally, any other documents requested by the office of Anderson-Givens-Fredericks will be provided through the Revitalization Committee.
- **B. STR Special Meeting:** Led by Jamie Freeman
 - **Updates Provided:** Jamie Freeman will draft an official update email to the parcel owners. There will be no Short-Term Rental (STR) vote on September 22, 2026, because the community revitalization process must be fully completed first. The STR vote will be rescheduled after the new board is elected in March 2027.
 - **Logistics:** Email distribution, as well as physical mailings to property owners who have not provided electronic communication permission, will be managed and executed by the Board Secretary, Kathleen Smith.

- **C. Haygood Update:** Led by Jamie Freeman
 - **Updates Provided:** It is anticipated there will be 10 parcels containing 10–15 acres each. Mr. Haygood is coordinating directly with the county regarding required conservation easements due to wetlands. No further updates are available currently.

Other Business

- **A. Aveling Request:** Led by Jamie Freeman
 - **Updates Provided:** Arthur and Pamela Aveling brought forward a request dated July 1, 2026, concerning the integrity of Board Deliberations. The request specifically covers discussion items regarding confidentiality parameters.
 - **Attachments:** The corresponding email chain is officially attached as **an addendum** to these minutes.
- **B. Records Retention:** Led by Kathleen Smith
 - *Compliance Notice:* Review of updated Florida HOA laws (House Bill 1203 / Chapter 720 F.S.). Most official paper documents and emails must be kept for a 7-year baseline unless governing documents mandate longer.
 - *Document Retention Type Rules:*
 - *General Records/Emails:* 7 years minimum.
 - *Governing Docs/Minutes:* Permanent retention.
 - *Bids/Ballots/Proxies:* 1 year minimum from the election date.
 - **Attachments:** A note with extra details and explanation is attached to help clarify these rules.
- **C. Member(s) Not Running for Reelection:** Led by Jamie Freeman
 - **Updates Provided:** The following status changes apply to the upcoming board elections:
 - **Not Running for Reelection:** Jamie Freeman (President/Chair), Steve Denmark (Treasurer), Kathleen Smith (Secretary), and Joe Viera (Road Warrior/Member).
 - **Conditional Retirement:** Teresa Bailey is willing to serve again, if necessary, but would prefer to retire if there are enough new nominations to fill the open spots.
 - **Willing to Remain:** Jack Bratcher and Mark Anderson are willing to stay on board.
 - **Logistics:** Specific roles and positions will be finalized at the next official election meeting.

- **D. Electronic Storage Capacity:**
 - **Updates Provided:** Due to the updated state mandate to preserve all association emails for 7 years, the existing MBox email host account has reached maximum space limits.
 - **Motion on Storage:** Jamie Freeman made a motion to increase the mailbox storage capacity size. This platform upgrade will incur an estimated annual cost increase of **\$100.00/year**.
 - **Vote Results:** The motion was seconded by Teresa Bailey and passed by the board.
- **E. Open Mic**
 - **Community Comments & Safety Reminders:** Pamela Aveling expressed gratitude to Jamie Freeman for stepping up to help when needed. Property owners discussed safety concerns regarding children speeding in an aqua golf cart—an attending owner who knows the family agreed to address safe driving with the parents. Additionally, residents noted recent sightings of strange vehicles during early morning hours (no license plate details were captured), prompting a community-wide reminder to remain vigilant.

Adjournment

- Time: 7:30 PM

TREASURER REPORT 08/26/2026

Current CCB Balance 8/26/2026	\$21,489.64	
Remaining Bugeted Road Expense		
4 Months @ \$1,200	(\$4,800.00)	
Road Fill Spread 6 Loads @ \$100	(\$600.00)	
Road Fill 6 Loads @ \$736.38	(\$4,418.28)	
Estimated Cash Remaining	\$11,671.36	9,818.28

Current Estoppel Requested 8/25/2026 \$299.00

Unpaid Dues

\$300.00
\$300.00
\$300.00

From: **Jerry Hosey** <jhosey@andersongivens.com>

Date: Mon, Aug 24, 2026 at 12:19 PM

Subject: RE: Final Version for Legal Counsel

To: Jamie Freeman <jamiefreeman05@gmail.com>, Kiki Olson

<kolson@andersongivens.com>, Jeremy Anderson <janderson@andersongivens.com>

Good afternoon, Jamie,

Please see the answers, in red, to the five priority questions as discussed in our phone call on Friday, in anticipation of Wednesday's meeting. Please let me know if you have any additional questions before then.

1. Necessity: Based upon your title review to date, is it your legal opinion that revitalization under F.S. §§ 720.403–720.407 is necessary for PSPOA? If so, please identify the facts and statutory basis for that opinion and advise whether any less costly alternative would accomplish the same objective. Yes, in our legal opinion, revitalization is necessary under sections 720.403-407 of the Florida Statutes. The statutory basis is Chapter 712, Florida Statutes, titled the Marketable Record Titles to Real Property Act, otherwise known as MRTA. MRTA is a statutory act intended to make it easier to obtain clean title by eliminating old claims/encumbrances, including deed restrictions. Without getting too technical, deed restrictions for a Lot are valid for thirty (30) years as determined from the root of title. For Lots in subdivisions, the oldest root-of-title date would be the date of recording of the restrictions in the public records, or the date a Lot is otherwise subjected to existing restrictions. In this instance, the Association's Declaration was initially recorded on May 18, 1982, which is the earliest root of title. Thus, the deed restrictions for Lots described in the Association's Declaration began expiring in May of 2012. Even though subsequent Declarations were recorded, none of them legally preserved the restrictions as required under law. There are no preservations recorded in the official records of Leon County.

A subsequent "title transaction" can create a new root of title for a Lot. This would be done by a deed that specifically refers to the Book and Page of the originally recorded deed restrictions. If that specific reference is made, then the root of title for that Lot would be reset and would effectively extend the deed restrictions of that Lot for an additional 30 years. Typically, deeds make only a general reference, such as "subject to all restrictions of record". Florida courts have determined that a general reference is insufficient to create a new root of title. We have found it extremely rare to find more than a handful of deeds that contain the specific reference necessary to reset the 30-year period. When we reviewed the deeds for the 10 Lots we identified as expired, this is what we were looking for. The Lots were originally conveyed more than 30 years ago, and none of the subsequent deeds specifically referenced the Book and Page numbers. No new roots of title have been created for those 10 lots. It is more than likely that we would find similar issues with many of the other 82 lots.

There is likely no less costly alternative that would accomplish the same objective. Because there are Lots that are expired, a revival of those Lots would still need to occur to bring them back under the Declaration. The costs of revival are not just the documents that need to be drafted, but the work that goes into mailing documents, obtaining consents, verifying legal compliance, submittal and dealing with the Department of Commerce, including any revisions and corrections that they would require. Additionally, the Lots that are not expired could undergo a preservation, but that would cost additional funds, making it likely more expensive than if the Association simply revived all the Lots. A revival extends all the Lots by 30 years, even if they are not expired.

2. Scope: Please identify precisely what would be revitalized, including the recorded Declaration, amendments, restrictions, easements, or other instruments, by Official Records book/page or instrument number where applicable. Are there any existing rights or obligations that cannot be included? The Declaration, and any amendments would be revitalized. This would include any easements referenced by the Declaration. Any easements or other agreements the Association entered into through contracts or other agreements outside the Declaration would not be affected as the Association is still a corporate entity under Chapter 617, Florida Statutes.

3. Voting Threshold: Who constitutes an “affected parcel owner” for purposes of the revitalization process, and exactly how many affirmative approvals will be required based on PSPOA's present parcel and voting structure? An affected parcel owner is any parcel owner of a Lot that the Association wants to include in the revitalization, which is likely to include all the Lots. The Association is required under Section 720.405(6), Florida Statutes, to obtain the written consent of at least a majority of all affected parcel owners to revive the Declaration.

4. Cost: Please provide the anticipated total cost from title research through owner approval, Department of Commerce submission, final approval, and Leon County recording, including governmental filing or recording fees and any circumstances that could materially increase the estimate. \$5,500 which is based on the estimate provided previously.

5. Timeline: Please provide a realistic step-by-step timetable from authorization through title research, owner notification and approval, Department of Commerce review, and final county recording, identifying the steps controlled by PSPOA, your office, and the State.

The estimated completion of a revitalization depends on how quickly the owners provide their written consent, but it generally takes 5 to 7 months from start to finish, provided that the Department of Commerce does not reject the revitalization and no additional steps are required. Most associations we have revitalized do not wish to conduct a title search for all properties because it can be prohibitively expensive.

1. We draft the initial revitalization documents, including the owner cover letter, the consent form, owner list, Department of Commerce cover letter, Verification of Written Owner Consent and Joinder, Verification of governing documents, and Affidavit of Compliance with Chapter 720, Florida Statutes. We also obtain the owner list and prepare mailings to the owners, including all owner cover letter and consent form.
2. The owners receive the cover letter and consent forms. The timeframe for this step varies as owners fill out and mail the consent forms back over time. We can contact owners if they have not submitted the consent forms within a couple weeks of receipt.
3. We review all received written consent forms for legal compliance. After we receive consent forms from a majority of all affected parcel owners, we can begin preparing the packet to submit to the Department of Commerce.
4. We submit the revitalization packet to the Department of Commerce within 60 days of receiving the majority of written consents back. The Department of Commerce then reviews the packet and makes a determination. This usually occurs within 1 to 2 months after submittal.
5. If the Department of Commerce approves the revitalization, we draft the certificate of revitalization for the President and Secretary to sign and notarize. Once we have that back, we put the revived Declaration package together and submit it to the Leon County Clerk of Court for recording. If the Department of Commerce rejects the revitalization, they will provide reasons, and we will work with the Association to fix the issues and resubmit to the Department of Commerce.
6. Once the package is recorded, we provide it back to the Association for its records with further instructions on providing it to owners. At this point, the Declaration is officially revived.

Sincerely,

Jerry B. Hosey II. Esquire



Office: (850) 756-7984



Fax: (850) 597-9120



Jhosey@AndersonGivens.com



www.AndersonGivens.com

4830 W. Kennedy Blvd., Ste 600 | Tampa, FL 33609

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From: Kiki Olson <kolson@andersongivens.com>

Date: Wed, Aug 26, 2026 at 11:09 AM

Subject: Parramore Shores Synopsis and Action Items

To: Jamie Freeman <jamiefreeman05@gmail.com>, Arthur <aaveling@aol.com>, Kathleen Smith <smithka802@gmail.com>

The call focused primarily on **Parramore Shores' deed restrictions and the need for revitalization under Florida's Marketable Record Title Act (MRTA)**. Attorney Anderson explained that deed restrictions do not necessarily expire simultaneously throughout a subdivision; expiration can occur on a **lot-by-lot basis** depending upon each property's root of title. The preliminary review performed by the firm indicated that a number of Parramore Shores lots have already expired.

Attorney Anderson advised that although a comprehensive title examination could be performed on every lot to determine its individual status, doing so would add substantial expense and would likely not eliminate the need for revitalization. Because the firm has already identified multiple expired lots, the more practical approach is to proceed with **revitalization of the community as a whole**. The revitalization process would establish a new 30-year period and, upon obtaining the required majority approval, bind the affected properties.

The distinction between **preservation and revitalization** was discussed. Preservation is available when restrictions have not yet expired and can extend them for another 30-year period. Revitalization is the mechanism available after restrictions have expired. Attorney Anderson also noted that associations should periodically consider whether preservation is necessary so that the issue can be addressed before expiration.

Regarding the documents to be revitalized, Attorney Anderson explained that the process would generally include the **original Declaration and amendments properly approved before expiration**. He recommended that Parramore Shores **not attempt to incorporate new or more restrictive amendments into the revitalization process**. Instead, the existing restrictions should first be revitalized, after which the Association can pursue desired amendments through the normal amendment process.

The Board also questioned its authority to continue operating while the revitalization is pending. Attorney Anderson advised that **Parramore Shores remains a valid corporate entity and the Board should continue operating normally**—including meetings, elections, notices and other Association business. If an individual compliance or collection issue arises involving a potentially expired lot, the firm can evaluate that particular matter separately.

Attorney Anderson explained that the firm will handle the substantial work associated with the revitalization. Parramore Shores will need to provide or confirm its governing documents and identify **three lot owners to serve as the organizing committee**. Those individuals do not necessarily have to be Board members; they may be any lot owners willing to provide their names, addresses and telephone numbers.

The anticipated timeline is approximately **three weeks to prepare the owner consent/mail-out package**, followed by the statutory waiting period and collection of the required majority of owner approvals. Attorney Anderson estimated that sufficient approvals could potentially be obtained in **October 2026**, after which the package would be submitted to the appropriate agency. With the agency's approximately 60-day review period, he estimated approval could occur around **mid-January 2027**.

For communications with the membership, Attorney Anderson recommended keeping the message straightforward: explain that counsel identified corrective/housekeeping work needed to protect the community's restrictions for the next 30 years and that owners will shortly receive a formal packet from the law firm requesting their consent. He cautioned against sending multiple advance notices that might unnecessarily confuse owners.

At the conclusion of the call, the Parramore Shores representatives indicated that they would discuss the matter with the Board and anticipated providing the firm with confirmation to proceed later that evening or the following morning. Attorney Anderson requested a simple written confirmation to proceed and an **owner roster with mailing addresses**. The firm will compare that roster against deed/public-record information to make sure owners are not omitted.

Action Items

1. **Parramore Shores / Board:** Confirm the Board's direction regarding proceeding with the revitalization following the August 26 Board discussion.
2. **Jamie Freeman / Association:** Email Attorney Anderson confirming "**proceed forward**" once Board direction is finalized.
3. **Parramore Shores:** Provide AGF with the Association's **current owner roster and mailing addresses** so it can be cross-referenced against current deed ownership.
4. **Parramore Shores:** Confirm/provide the Association's governing documents, including:
 - Declaration and amendments;
 - Articles of Incorporation and amendments; and
 - Bylaws and amendments.AGF can obtain corporate documents from the Division of Corporations if necessary.
5. **Parramore Shores:** Identify **three lot owners** to serve as the organizing committee. They may be Board members or other lot owners.

6. **AGF / Attorney Anderson & Jerry:** Upon receiving authorization to proceed, begin organizing the revitalization documents, preparing the mailing/consent package and developing the verified owner list.
7. **AGF:** Cross-reference the Association's owner roster against deed/public-record information to ensure that current owners—including owners whose information may not readily appear in public records—are captured.
8. **Association:** Continue conducting normal Association operations—including Board meetings, annual meetings, elections and notices—while the revitalization is pending. Refer questionable **collection or compliance matters** involving potentially expired restrictions to counsel for individual review.
9. **Association:** Avoid attempting to adopt proposed or more restrictive amendments as part of the revitalization. **Revitalize first; pursue amendments afterward.**
10. **Membership Communication:** Advise owners that counsel has identified corrective work needed concerning the restrictions and that owners will receive a formal consent packet from the law firm. Encourage owners to review and promptly return the requested consent.
11. **AGF:** Account for the upcoming **September 4 closing for Lot 1A** when updating ownership information. Attorney Anderson indicated that the new owner should be captured through the deed search and receive the mailed revitalization packet.

Primary next step: The immediate trigger for AGF is receipt of the Association's written confirmation to **proceed with the revitalization**, together with the current owner roster.

Kiki Olson, Tampa Office Administrator/Paralegal



☎ Direct: (850) 756-7984
☎ Fax: (850) 597-9120
☎ Kolson@AndersonGivens.com
☎ www.AndersonGivens.com

4830 W. Kennedy Blvd., Ste 600 | Tampa, FL 33609

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From: Arthur <aaveling@aol.com>

To: Jamie Freeman <jamiefreeman05@gmail.com>

Cc: Jack Bratcher <jacklbratcher@gmail.com>; Joe Viera <elviera13@gmail.com>; Kathleen Smith <smithka802@gmail.com>; teresabailey64@gmail.com <teresabailey64@gmail.com>; Steven Thomas Denmark <steveden@comcast.net>; Pamela Aveling <paveling@katools.com>; Arthur Aveling <arthur@katools.com>; Jack & Teresa Bratcher <tbratcher5@gmail.com>; Julie Graham- Pels <julgraham99@gmail.com>; Rachael Mook <mookslanding@embarqmail.com>; Rachael Barwick <mookslanding@icloud.com>

Sent: Wednesday, July 1, 2026 at 01:48:24 PM EDT

Subject: Integrity of Board Deliberations

Thanks for scheduling the sweeper. I agree with the increased frequency, especially with the surge in new home construction.

We agree that meetings are open, however, we feel the Board should strive to create an environment where participation does not expose homeowners to unnecessary personal distress and discomfort, as happened in this case. We're sure that when you spoke to Mr. Lowe, you were not to know his future interactions with members of PSPOA.

So how can the Board communicate openly with affected parties while also protecting the integrity of its deliberative process and the willingness of homeowners to participate?

I'm proposing for discussion at the next Board meeting a policy regarding communications following Board deliberations concerning sensitive issues.

When a matter discussed by the Board involves a homeowner, contractor, vendor, government agency, or other outside party, communications should focus on the Board's official actions or decisions. Directors should avoid recounting individual comments, identifying which members expressed particular views, or describing the substance of Board deliberations unless the Board has authorized such disclosure or it is otherwise required by law.

For board consideration. Many thanks again for the sweeper.

Arthur & Pamela

Records Retention

Under Florida's updated HOA laws (following House Bill 1203 via [Chapter 720 of the Florida Statutes](#)), homeowners' associations are required to keep most official records, paper documents, and relevant emails for **at least 7 years**, unless their own governing documents require a longer time.

Retention Breakdown by Document Type

While the general baseline is **seven years**, different categories of association files carry distinct rules under Florida law:

- **General Official Records & Emails:** Must be kept for **7 years** minimum.
- **Governing Documents & Meeting Minutes:** Kept **permanently** (including the declaration, articles of incorporation, bylaws, and **all past board/member meeting minutes**).
- **Bids and Election Ballots/Proxies:** Ballots, sign-in sheets, and voting proxies are typically only required to be kept for **1 year** from the date of the election.

New Digital and Transparency Mandates

- **Website Requirement:** HOAs with **100 or more parcels** must maintain a digital copy of specified official records on an association website or mobile app.
- **Timeliness:** New records and documents must be uploaded and posted digitally within **30 days** of creation or receipt.