

Florida Condo Records Inspection Policy

Florida Condominium Association

Records Inspection Policy (PDF Layout)

1. Purpose

This Records Inspection Policy establishes the procedures for requesting, scheduling, supervising, and documenting owner inspections of the Association's Official Records, as required by Florida Statute 718.111(12). The purpose is to ensure full statutory compliance, protect confidential information, and maintain orderly access to records.

2. Authority

- Florida Statute 718.111(12)
- Florida Statute 718.112(2)(c)
- Florida Statute 718.501
- HB 1021 (2024)

3. Definitions

Official Records: All documents required by statute to be maintained by the Association.

CAM / Property Manager: The licensed Community Association Manager responsible for maintaining and producing records.

Owner: A unit owner entitled to inspect records.

Inspection: In-person or electronic review of Official Records.

4. Responsibility for Records Inspections

4.1 The Property Manager is the primary custodian and coordinator of all records inspections.

4.2 The Board's role is oversight only; Board members do not personally conduct inspections.

4.3 All records are stored, organized, and produced by the CAM to ensure statutory compliance, continuity, and proper redaction.

5. Request Procedure

5.1 Owners must submit a written request identifying the records they wish to inspect.

5.2 Requests are logged immediately by the CAM in the Records Request Log.

5.3 The CAM must respond within 10 working days.

5.4 The CAM will confirm the date, time, location, format, and any required redactions.

6. Scheduling & Location

- 6.1 Inspections occur at the management office or another designated location within 45 miles of the condominium.
- 6.2 Inspections are scheduled during normal business hours.
- 6.3 Electronic access may be provided when records are maintained digitally.

7. Preparation of Records

- 7.1 The CAM prepares all requested records in advance, ensuring completeness, organization, and proper redaction.
- 7.2 Exempt records include attorney-client privileged documents, personnel files, medical records, and protected personal data.

8. Supervision of Inspection

- 8.1 All inspections are supervised by the CAM or authorized staff.
- 8.2 Owners may take notes or photographs unless prohibited by law.
- 8.3 Owners may request copies; statutory copy fees may apply.
- 8.4 No records may be removed, altered, or disassembled.

9. Electronic Records & Website Access

- 9.1 Associations with 25+ units must maintain a compliant records website.
- 9.2 The CAM manages uploads, access permissions, version control, and annual updates.
- 9.3 Website access logs are retained for seven years.

10. Record Retention

- 10.1 All Official Records must be retained for seven years or longer if required by HB 1021.
- 10.2 Destruction of records outside statutory guidelines is prohibited.
- 10.3 The CAM maintains the retention schedule.

11. Documentation of Inspection

- 11.1 After each inspection, the CAM completes a Records Inspection Report including owner name, date, records inspected, copies provided, and any issues.
- 11.2 Reports are retained as Official Records.

12. Violations & Enforcement

- 12.1 Failure to provide records within 10 business days may result in DBPR complaints, statutory penalties, arbitration, and legal fees.
- 12.2 The CAM must notify the Board immediately if deadlines are at risk.

13. Policy Review

- 13.1 This policy is reviewed annually.
- 13.2 Updates are posted to the Association's website.
- 13.3 The Board may amend the policy by majority vote.