
[ASSOCIATION NAME] CONDOMINIUM ASSOCIATION, INC.

WEBSITE MANAGEMENT POLICY

Adopted by the Board of Directors: [Date]

Effective Date: January 1, 2026

Prepared in Compliance With:

Florida Statute §718.111(12), Chapter 718, Florida Statutes (Condominium Act)

Chapter 2024-244, Laws of Florida | Florida Statute §718.501(3)

SECTION 1 — PURPOSE AND SCOPE

1.1 Purpose. This Website Management Policy ("Policy") is adopted by the Board of Directors of [Association Name] Condominium Association, Inc. ("Association") to establish binding standards for the creation, operation, maintenance, and updating of the Association's official website and/or mobile application ("Website") in full compliance with Florida law. This Policy ensures that all unit owners, residents, and the public have timely access to required disclosures and that the Association meets its statutory obligations under Florida Statute §718.111(12), as amended by Chapter 2024-244, Laws of Florida.

1.2 Covered Parties. This Policy applies to and is binding upon the following persons and entities:

1. The Board of Directors of the Association;
2. The Property Manager and any designated management company engaged by the Association;
3. All Association officers and committee members;
4. All administrative staff, employees, or agents of the Association with access to the Website; and

5. All third-party vendors, contractors, or IT service providers retained to operate or maintain the Association's Website or digital infrastructure.

1.3 Applicability — Unit Threshold. Pursuant to Chapter 2024-244, Laws of Florida (amending Florida Statute §718.111(12)(g)1.), the mandatory website requirement now applies to all condominium associations managing a condominium with **25 or more units** that do not contain timeshare units. This represents a reduction from the prior threshold of 150 units, which applied from January 1, 2019, through December 31, 2025. Associations with 25 to 149 units that were previously exempt are now subject to the full statutory website requirement effective January 1, 2026. This Association is subject to this requirement.

1.4 Objectives. This Policy is designed to:

6. Establish a clear framework for who is responsible for managing the Website;
7. Identify every document required to be posted and the applicable deadlines;
8. Protect the privacy and security of unit owners and the Association;
9. Ensure ongoing compliance and provide for annual audit procedures; and
10. Define remedies and corrective action procedures in the event of non-compliance.

SECTION 2 — STATUTORY AUTHORITY

2.1 Primary Statutory Authority. This Policy is adopted pursuant to, and in compliance with, the following provisions of Florida law:

11. *Florida Statute §718.111(12)(g)* — Mandates that condominium associations with 25 or more units (excluding timeshare units) maintain an official website or mobile application meeting specified technical and content requirements, effective January 1, 2026;
12. *Chapter 2024-244, Laws of Florida* — Amended the Condominium Act to reduce the unit threshold from 150 to 25 units, provided an approximately

17-month implementation window, and clarified document posting obligations; and

13. *Florida Statute §718.501(3)* — Requires all condominium associations to create and maintain an online account with the Florida Department of Business and Professional Regulation ("DBPR") by October 1, 2025, and authorizes the DBPR to investigate complaints and impose fines for non-compliance with website and record-keeping requirements.

2.2 Website Mandate — Summary of §718.111(12)(g)1. The statute requires that the Association's website or application:

14. Be accessible through the Internet;

15. Contain a publicly accessible front-facing page or section;

16. Contain a subpage, web portal, or other protected electronic location that is inaccessible to the general public and accessible only to unit owners and employees of the Association; and

17. Be either: (i) an independent website, application, or web portal wholly owned and operated by the Association; or (ii) a platform operated by a third-party provider with whom the Association owns, leases, rents, or otherwise obtains the right to operate a dedicated web page or portal for the Association's activities.

2.3 30-Day Posting Rule. Unless a shorter period is otherwise required by statute, any document specified under §718.111(12)(g)2. must be made available on the Association's Website within **30 days** after the Association receives or creates that official record. Documents that were official records of the Association as of January 1, 2026, were required to be posted on the Website by that date.

2.4 DBPR Online Account Requirement — §718.501(3). All condominium associations in Florida, regardless of unit count, are required to create and maintain an online account with the DBPR. The deadline for establishing this account was October 1, 2025. Associations formed after that date must establish the DBPR account immediately upon organization. The DBPR account must be kept current and accurate at all times.

2.5 Enforcement. The DBPR has authority to investigate complaints filed by unit owners or third parties regarding an association's non-compliance with website and record-keeping requirements. Upon a finding of non-compliance, the DBPR may impose administrative fines and other penalties as authorized by Florida law. Failure to post required documents does not, in and of itself, invalidate any action or decision of the Association, but does expose the Association to regulatory sanction.

 Important Notice — Protected Information

Pursuant to §718.111(12)(g)1., Florida Statutes, the Association must ensure that information and records that are not accessible to unit owners under Chapter 718 are not posted on the Website. If protected information is included in an otherwise-required document, the Association must redact such information before posting. No liability attaches for disclosure of protected information unless made with a knowing or intentional disregard of its protected nature.

SECTION 3 — WEBSITE PLATFORM AND TECHNICAL REQUIREMENTS

3.1 Acceptable Platforms. The Association shall maintain a Website that meets one of the following criteria:

18. Association-Owned Platform: An independent website, web portal, or mobile application wholly owned and operated by the Association; or

19. Third-Party Platform: A website, web portal, or mobile application operated by a third-party provider with whom the Association owns, leases, rents, or otherwise obtains the right to operate a web page, subpage, web portal, collection of subpages or web portals, or a mobile application that is dedicated to the Association's activities and on which required notices, records, and documents may be posted by the Association.

3.2 Required Technical Features. Regardless of platform, the Website must:

20. Be accessible through the public Internet at all times, with reasonable uptime of no less than 99% on a monthly average, excluding scheduled maintenance windows;
21. Contain a **publicly accessible front page** displaying at minimum: meeting notices, agendas, and the Association's designated contact for estoppel certificate requests;
22. Contain a **password-protected members-only subpage or portal** inaccessible to the general public and accessible only to unit owners and employees of the Association; and
23. Support the posting, viewing, and (where permitted) downloading of documents in standard digital formats, with PDF being the preferred format for official records.

3.3 Username and Password Provisioning. Upon receipt of a written request from any unit owner, the Association shall provide that owner with a unique username and password granting access to the protected members-only section of the Website. Such credentials shall be issued within **10 business days** of receipt of the written request. The Association shall maintain a log of all credential issuances.

3.4 Mobile Applications. If the Association elects to use a downloadable mobile application in lieu of, or in addition to, a website, all requirements set forth in this Policy and in §718.111(12)(g) shall apply equally to the mobile application. The mobile application must provide both a public-facing section and a password-protected members-only section with functionality equivalent to a website.

3.5 Vendor Selection and Approval. The selection or replacement of any third-party website platform vendor shall require approval by a majority vote of the Board of Directors at a duly noticed board meeting. The Property Manager shall present a written evaluation of any proposed vendor, including cost, technical capabilities, data security practices, and compliance with the requirements of this Policy, prior to any Board vote.

3.6 Website Availability and Maintenance. The Property Manager shall promptly notify the Board of Directors of any website outage exceeding 24 continuous hours. Planned maintenance windows shall be communicated to unit

owners at least 48 hours in advance via alternative means (e.g., email notice). The Property Manager shall maintain a log of all outages, their duration, and corrective actions taken.

SECTION 4 — ASSIGNMENT OF RESPONSIBILITY (PROPERTY MANAGER)

4.1 Designation of Website Administrator. The **Property Manager** is hereby designated as the Association's Website Administrator and is assigned primary operational responsibility for the day-to-day management, maintenance, and compliance of the Association's Website. This designation shall be reflected in the management agreement between the Association and the Property Manager and shall survive any change in individual personnel, applying to the management company and its assigned agents collectively.

4.2 Specific Duties of the Property Manager. In the capacity of Website Administrator, the Property Manager shall:

24. Document Currency: Ensure that all documents required to be posted under §718.111(12)(g)2. are posted on the Website and maintained in current form at all times, replacing superseded versions promptly upon adoption of any amendment or revision;

25. Credential Management: Process written requests from unit owners for Website login credentials and issue such credentials within 10 business days of receipt of each request; maintain a log of all credential issuances and deactivations;

26. Meeting Notices and Agendas: Coordinate with the Board to ensure that all meeting notices and agendas are posted on the Website within the statutory deadlines set forth in Section 6 of this Policy;

27. Technical Monitoring: Conduct regular checks of the Website — no less than monthly — to identify and promptly correct broken links, outdated documents, missing required postings, and technical failures;

28. **Document Upload Log:** Maintain a complete document upload log recording, at minimum: the document name, the date posted, the person who posted it, the document version or effective date, and whether the document replaced a prior version;
29. **Board Reporting:** Present a written Website Compliance Status Report to the Board of Directors at each regular board meeting, identifying: all documents currently posted, any recent additions or updates, any outstanding deficiencies, and any unit owner credential requests received and fulfilled;
30. **Vendor Coordination:** Serve as the primary liaison between the Association and any third-party website platform vendor or IT service provider; coordinate vendor service, maintenance, and any technical upgrades;
31. **DBPR Account:** Ensure that the Association's DBPR online account (required by §718.501(3)) is created (by October 1, 2025, or immediately for newly organized associations) and is maintained in active, accurate, and current status; confirm the account's status no less than annually and report any issues to the Board; and
32. **Compliance Calendar:** Maintain and distribute to the Board a compliance calendar identifying all recurring and event-triggered Website posting obligations, updated as statutory requirements change.

4.3 Board Oversight and Approval. Notwithstanding the delegation of operational responsibilities to the Property Manager, the Board of Directors retains ultimate oversight responsibility for Website compliance. The Board shall:

33. Approve any material changes to the Website platform, domain, or third-party vendor;
34. Review and approve the annual compliance audit report prepared by the Property Manager;
35. Authorize corrective action in the event of material non-compliance; and

36. Authorize any expenditures related to the Website in accordance with the Association's budget and procurement policies.

4.4 Delegation to Staff. The Property Manager may delegate specific Website tasks to qualified administrative staff or personnel; however, the Property Manager remains accountable to the Board for all delegated functions and shall not delegate responsibilities in a manner that diminishes overall compliance.

SECTION 5 — MANDATORY DOCUMENT POSTING REQUIREMENTS

Pursuant to §718.111(12)(g)2., Florida Statutes, the Association shall post and maintain current digital copies of the following documents on the Website. The table below identifies each required document, a description, the applicable access level, and the posting deadline or update frequency. All documents shall be posted in PDF format unless otherwise indicated. Protected or confidential information within any document must be redacted prior to posting.

#	Document	Description	Access Level	Posting Deadline / Update Frequency
1	Declaration of Condominium (and all recorded amendments)	The recorded declaration governing each condominium operated by the Association, including all recorded amendments thereto.	Members-Only	Post current version; update within 30 days of recording any amendment.
2	Bylaws (and all amendments)	The recorded bylaws of the Association and each amendment to	Members-Only	Post current version; update within 30 days of recording any

#	Document	Description	Access Level	Posting Deadline / Update Frequency
		the bylaws, governing the internal procedures and operations of the Association.		amendment.
3	Articles of Incorporation (filed with FL Dept. of State, and all amendments)	The articles of incorporation or other documents creating the Association, as filed with the Florida Department of State, and each amendment thereto.	Members-Only	Post current version; update within 30 days of filing any amendment.
4	Current Rules and Regulations	All currently effective rules and regulations adopted by the Board governing the use of common areas, units, parking, conduct, and other Association matters.	Members-Only	Update within 30 days of Board adoption of any new or revised rules.
5	Annual Budget	The most recently adopted annual operating and reserve budget, itemizing projected revenues and expenditures	Members-Only	Post within 30 days of Board adoption; replace prior year's budget upon adoption of new budget.

#	Document	Description	Access Level	Posting Deadline / Update Frequency
		for the fiscal year.		
6	Financial Reports (most recent year-end financial statements)	The most recent annual financial statements, including balance sheet, income statement, and reserve fund status, prepared in accordance with generally accepted accounting principles or as required by statute.	Members-Only	Post within 30 days of completion or receipt from the accountant/auditor.
7	Contracts for Services Over \$2,500/Year	All contracts for the purchase, lease, or renting of materials, equipment, or services requiring payment by the Association of amounts exceeding \$2,500 per year, including management contracts, vendor agreements, and service contracts.	Members-Only	Post upon execution; update within 30 days of any amendment, renewal, or termination.
8	Conflict-of-Interest / Interested Party	Any contract or transaction involving a director,	Members-Only	Post upon execution or receipt of applicable

#	Document	Description	Access Level	Posting Deadline / Update Frequency
	Contracts	officer, or employee of the Association, or any entity in which such person holds an interest, including disclosure affidavits and related conflict-of-interest documentation.		affidavit or disclosure document.
9	Board Meeting Notice and Agenda	Notice and agenda for each meeting of the Board of Directors, posted on the publicly accessible section of the Website (front page or dedicated "Notices" subpage).	Public — Front Page or "Notices" Subpage	Post no later than 48 continuous hours before the meeting; or 14 days before the meeting where required by statute for that meeting type.
10	Unit Owner / Member Meeting Notice and Agenda	Notice and agenda for each annual or special meeting of unit owners, posted on the publicly accessible section of the Website (front page or "Notices" subpage).	Public — Front Page or "Notices" Subpage	Post no later than 14 days before the meeting.
11	Documents to Be Voted	All proposed amendments	Members-Only (or	Post at the time the

#	Document	Description	Access Level	Posting Deadline / Update Frequency
	On at Member Meetings	to governing documents, proposed budgets, proposed contracts, or other materials upon which unit owners will vote at a member meeting.	Public Front Page as required by statute)	meeting notice is issued (no later than 14 days before the meeting).
12	Video Recordings of Board / Committee Meetings Held by Video Conference	Recordings of board and committee meetings conducted via video conferencing platform, to the extent technically available and required by statute.	Members-Only	Post within a reasonable time after the meeting; retain on Website for a minimum of 12 months from the date of the meeting.
13	Structural Integrity and Life Safety Inspection Reports	All inspection reports, engineering assessments, milestone inspection reports, and related findings pertaining to structural integrity, life safety systems, or building conditions, as required under Chapter 718, Florida Statutes.	Members-Only	Post upon receipt of each report; prior reports retained and accessible.

#	Document	Description	Access Level	Posting Deadline / Update Frequency
14	Structural Integrity Reserve Study (SIRS)	The most recently completed Structural Integrity Reserve Study, including all underlying data, findings, and reserve funding recommendations prepared by a qualified inspector pursuant to §718.112(2)(g), Florida Statutes.	Members-Only	Post upon completion ; update when revised or when a new SIRS is completed.
15	Building Permits (ongoing or planned construction)	Copies of all building permits issued by the applicable governmental authority for any ongoing or planned construction, renovation, or major repair projects affecting the condominium.	Members-Only	Post upon issuance of each permit; maintain on Website until construction is completed and certificate of occupancy or completion is issued.
16	Affidavits Required by Chapter 718, Florida Statutes	Copies of all affidavits required to be executed and maintained under any provision of Chapter 718, Florida Statutes, including	Members-Only	Post upon execution of each required affidavit.

#	Document	Description	Access Level	Posting Deadline / Update Frequency
		affidavits of mailing, officer certification affidavits, and any other statutory affidavit obligations.		
17	Assessment Information	Current assessment amounts by unit type, the purpose of each assessment, and the name and address of the financial institutions where assessment funds and reserve funds are maintained.	Members-Only	Update annually at the beginning of each fiscal year and within 30 days of any change to assessment amounts, purpose, or banking institutions.
18	Building Information	General building information including: number of stories, total number of units, age of the building, date of certificate of occupancy, and description of any construction currently in progress on the property.	Members-Only	Post and review annually ; update promptly upon any material change (e.g., commencement of new construction).

 Note on Redaction of Protected Information

Prior to posting any document in the members-only portal, the Property Manager shall review the document for any information that is restricted from disclosure under Chapter 718, Florida Statutes (e.g., unit owner personal financial information, social security numbers, medical records). Any such information must be redacted before posting. The obligation to post a document is not eliminated merely because it contains some protected information; the document must be redacted and posted.

SECTION 6 — POSTING DEADLINES AND UPDATE SCHEDULE

6.1 Deadline Framework. The following posting deadlines shall govern the Property Manager's document management obligations. These deadlines are mandatory and shall be incorporated into the compliance calendar maintained pursuant to Section 4.2(9) of this Policy:

37. Board Meeting Notices and Agendas: Post at least **48 continuous**

hours before the scheduled meeting. For certain special board meetings or hearings required by statute to provide additional notice, post at least **14 days** before the meeting. The notice must remain posted until after the meeting concludes;

38. Unit Owner / Member Meeting Notices and Agendas: Post at least **14 days** before the meeting on the publicly accessible front page or dedicated "Notices" subpage. For annual meetings requiring mailed notice under statute, Website posting does not substitute for but supplements the mailed notice requirement;

39. Governing Document Amendments: Post within **30 days** of recording the amendment with the applicable county clerk or filing with the Florida Department of State. The newly amended version shall replace the prior version, which may be archived in a clearly labeled section;

40. **Contracts:** Post upon execution. Update or replace within **30 days** of any material amendment or renewal. Remove and archive upon expiration or termination;
41. **Annual Budget:** Post within **30 days** of Board adoption. Remove the prior fiscal year budget to an archived section promptly upon adoption of the new budget;
42. **Financial Reports:** Post within **30 days** of completion or receipt from the Association's accountant or auditor;
43. **Inspection Reports and SIRS:** Post upon receipt. All prior inspection reports and reserve studies shall be retained and accessible in the members-only portal;
44. **Video Recordings of Meetings:** Post promptly following the conclusion of the meeting; retain on the Website for a minimum of **12 months** from the date of the recording; and
45. **All Other Required Documents:** Unless a shorter period applies, post within **30 days** of receipt or creation of the official record by the Association.

6.2 Compliance Calendar. The Property Manager shall maintain a written compliance calendar that identifies all recurring posting obligations (e.g., annual budget posting, annual financial report posting, SIRS update cycle) and all event-triggered obligations (e.g., amendment recording, contract execution, inspection report receipt). The compliance calendar shall be updated on a rolling basis and presented to the Board of Directors at each regular board meeting.

6.3 Document Archiving. Superseded versions of governing documents, prior-year budgets, expired contracts, and prior inspection reports shall not be permanently deleted from the Website. Superseded documents shall be moved to a clearly labeled "Archives" subsection of the members-only portal and retained for a minimum of 7 years from the date of supersession.

SECTION 7 — SECURITY AND ACCESS CONTROLS

7.1 Public Section. The publicly accessible section of the Website requires no username or password for access. At minimum, the public section shall contain: all required meeting notices and agendas; the Association's designated contact person and address for estoppel certificate requests pursuant to §718.116(8), Florida Statutes; and such other information as the Board may direct. No unit owner personal information, financial data, or other restricted records shall appear in the public section.

7.2 Members-Only Section. The members-only section of the Website shall be protected by unique username and password credentials and accessible only to unit owners and authorized employees of the Association. Access to the members-only section shall not be granted to tenants, guests, real estate agents, or any other third parties, except as specifically authorized in writing by the Board of Directors (e.g., access by an authorized attorney acting on behalf of the Association).

7.3 Credential Provisioning — Unit Owners. Upon receipt of a written request from a unit owner, the Property Manager shall issue unique login credentials (username and password) to that owner within **10 business days**. The Property Manager shall maintain a credential issuance log recording: the unit number, owner name, date of written request, date credentials were issued, and the name of the person who processed the request. Credentials shall be unit-specific and not transferable.

7.4 Credential Termination. Login credentials shall be deactivated within **5 business days** of the Property Manager's verification that ownership of a unit has been transferred. The Property Manager shall monitor recorded deeds or closing notifications to identify ownership changes and shall promptly deactivate credentials of former unit owners upon confirmed transfer. New unit owners shall receive credentials upon written request in accordance with Section 7.3.

7.5 Vendor Access. Any third-party vendor or contractor granted administrative access to the Website platform shall:

46. Execute a written **Data Confidentiality and Non-Disclosure Agreement** in a form approved by the Association's legal counsel prior to receiving access;
47. Be granted only the minimum level of access necessary to perform the contracted services; and
48. Have access promptly revoked upon termination or expiration of the service agreement.

7.6 Document Security. Documents hosted in the members-only portal should be protected from unauthorized download or redistribution to the extent technically feasible. The Association shall endeavor to configure document hosting using view-only PDF access controls where available. The Association is not strictly liable for unauthorized redistribution of documents by authorized users, but shall take reasonable measures to minimize such risk.

7.7 Breach Notification and Response. In the event of any unauthorized access to, or data breach affecting, the Website or members-only portal:

49. The Property Manager shall notify the Board of Directors within **24 hours** of discovery of the breach;
50. The Board shall convene a special meeting or emergency call within **72 hours** to assess the scope of the breach and determine appropriate responsive action;
51. The Association's legal counsel shall be consulted to assess notification obligations under applicable Florida and federal law; and
52. The Board shall determine whether unit owner notification is required and, if so, shall provide such notification in a timely manner consistent with legal advice.

SECTION 8 — PROHIBITED CONTENT AND CONTENT STANDARDS

8.1 Prohibited Content. The following content is expressly prohibited from being posted on any section of the Association's Website, whether on the public-facing or members-only sections:

- 53. Unit owner personal identifying information, including home addresses (other than the condominium address), personal email addresses, personal telephone numbers, or financial account information;
- 54. Confidential attorney-client communications, privileged legal memoranda, or litigation strategy documents;
- 55. Personnel records, employment contracts, or performance evaluations of individual Association employees;
- 56. Medical or health records of any individual;
- 57. Records sealed by court order or subject to a confidentiality agreement that prohibits disclosure;
- 58. Mediation or arbitration records that are required by law or agreement to remain confidential;
- 59. Any content that would violate Florida's privacy statutes, including but not limited to Chapter 501, Florida Statutes (Florida Deceptive and Unfair Trade Practices Act), or applicable federal privacy laws; and
- 60. Any defamatory, discriminatory, harassing, or otherwise unlawful content.

8.2 Required Document Format. All official records posted to the Website shall be in a standard, accessible digital format. **PDF format is the preferred and required format** for all governing documents, financial records, contracts, inspection reports, and other official records. Documents shall be text-searchable PDFs where practicable. Image-only or handwritten scanned documents shall be converted to searchable format before posting, if technically feasible.

8.3 File Naming Conventions. All documents posted to the Website shall follow a standardized file naming convention to facilitate identification and retrieval. The following format is required:

[YYYY]_[DocumentType]_[Status/Version].pdf

Examples of compliant file names include:

- 2026_Annual_Budget_Adopted.pdf
- 2025_Declaration_Amendment_Recorded.pdf
- 2026_BoardMeeting_Notice_Agenda_March15.pdf
- 2025_SIRS_Report_Final.pdf

8.4 Removal of Superseded Documents. Superseded, expired, or amended documents shall be removed from the active posting area of the Website and transferred to the archived section within **30 days** of their replacement. The active posting area shall at all times contain only the most current version of each required document. The archived section shall be clearly labeled and organized chronologically.

8.5 Accuracy and Completeness. The Property Manager shall take all reasonable steps to verify the accuracy and completeness of documents before posting. Documents shall not be modified, altered, or summarized prior to posting except for required redactions of protected information. Any redactions shall be clearly indicated within the document (e.g., black-box redactions).

SECTION 9 — COMPLIANCE PROCEDURES AND AUDIT

9.1 Annual Compliance Audit. The Property Manager shall conduct a comprehensive annual compliance audit of all documents and information posted on the Association's Website. The audit shall be completed no later than **January 31** of each calendar year. The audit shall:

61. Verify that all documents required by §718.111(12)(g)2. and Section 5 of this Policy are currently posted;
62. Confirm that all posted documents are the current, unamended version (or, if amended, that the most recent amendment is reflected);
63. Verify that all required documents are posted in the correct section (public or members-only) as required by statute and this Policy;

64. Confirm that all document file names comply with the naming conventions set forth in Section 8.3;

65. Test all credential provisioning procedures and confirm the accuracy of the credential issuance log; and

66. Confirm that the DBPR online account is active, accurate, and up to date.

9.2 Audit Report. Following completion of the annual compliance audit, the Property Manager shall prepare a written **Annual Website Compliance Report**. The report shall be presented to the Board of Directors at the first regular board meeting of the calendar year. The report shall include:

67. A checklist of all required documents, indicating whether each document is currently posted and in current form;

68. A list of any deficiencies or missing documents identified;

69. A proposed corrective action plan for any identified deficiencies, including responsible party and target completion date; and

70. Confirmation of DBPR account status.

9.3 Corrective Action. Any deficiency identified in the annual audit, or at any other time, shall be corrected within **15 business days** of identification. If a deficiency cannot be corrected within 15 business days due to factors beyond the Property Manager's control (e.g., a required document has not yet been created or received), the Property Manager shall notify the Board in writing, explain the reason for the delay, and provide a revised target completion date. The Board may authorize an extended correction period upon good cause shown.

9.4 DBPR Account Confirmation. The Property Manager shall confirm, on an annual basis and at each annual audit, that the Association's DBPR online account created pursuant to §718.501(3) is active, that all account information is current and accurate, and that any required filings or updates have been submitted. The Property Manager shall promptly update the DBPR account to reflect any change in Association officers, registered agent, or other required information.

9.5 Compliance Log and Record Retention. The Property Manager shall maintain a comprehensive **Website Compliance Log** as a permanent record of the Association's Website management activities. The compliance log shall include:

- 71. All document upload records (document name, date posted, person who posted, version);
- 72. All credential issuance and deactivation records;
- 73. All annual audit reports;
- 74. All corrective action plans and resolution records;
- 75. Records of any Website outages and resolutions; and
- 76. Records of any security incidents or unauthorized access events.

The compliance log shall be retained for a minimum of **7 years** from the date of each entry and shall be made available to the Board of Directors upon request.

SECTION 10 — REMEDIES FOR NON-COMPLIANCE

10.1 DBPR Enforcement Authority. Pursuant to §718.501(3), Florida Statutes, the DBPR has authority to investigate complaints regarding an association's failure to comply with the website and record-keeping requirements of Chapter 718, Florida Statutes. Upon a finding of non-compliance following an investigation, the DBPR may:

- 77. Issue a written notice of non-compliance requiring corrective action within a specified period;
- 78. Impose administrative fines as authorized by Chapter 718 and applicable DBPR rules; and
- 79. Take such other enforcement action as is authorized by Chapter 718 and Title XXXII, Florida Statutes.

The failure to post a required document does not, in and of itself, invalidate any action or decision of the Association; however, it does expose the Association to regulatory investigation and potential fines.

10.2 Unit Owner Rights. Any unit owner who believes the Association is not in compliance with its Website obligations under §718.111(12)(g) may:

80. Notify the Board of Directors in writing of the alleged deficiency, requesting corrective action; and

81. File a complaint with the DBPR pursuant to §718.501, Florida Statutes.

The Association shall cooperate fully with any DBPR investigation and shall promptly provide all requested records and documentation. The Association shall not take any adverse action against a unit owner for exercising rights under this Section.

10.3 Internal Remedies — Property Manager. In the event of willful, repeated, or material non-compliance by the Property Manager with the obligations set forth in this Policy, the Board of Directors may take the following actions, in its discretion:

82. Issue a formal written notice of non-compliance to the Property Manager and management company, specifying the deficiencies and requiring corrective action within 10 business days;

83. Withhold or reduce management fees in accordance with the applicable provisions of the management agreement;

84. Invoke any remedies available under the management agreement, including termination for cause in the event of repeated or egregious non-compliance; and

85. Report the management company's non-compliance to the DBPR if the management company holds a Community Association Manager ("CAM") license regulated by the DBPR.

10.4 Internal Remedies — Third-Party Vendors. In the event that a third-party website platform vendor fails to maintain the Website in compliance with this Policy or the underlying contractual terms, the Board of Directors may enforce the applicable provisions of the vendor contract, including seeking damages, requiring corrective action, or terminating the vendor agreement and transitioning to an alternative platform.

SECTION 11 — POLICY REVIEW AND AMENDMENTS

11.1 Annual Review. This Policy shall be reviewed by the Board of Directors no less than **annually**, at a duly noticed board meeting. The annual review shall assess whether any amendments to Chapter 718, Florida Statutes, DBPR rules, or other applicable law require corresponding updates to this Policy. The Property Manager shall assist the Board in preparing a summary of any relevant legal changes for the Board's review.

11.2 Amendment Procedure. This Policy may be amended at any time by a **majority vote** of the full Board of Directors at a duly noticed board meeting. Proposed amendments shall be included in the meeting agenda and distributed to all Board members no less than 5 days before the meeting. Emergency amendments may be adopted by unanimous written consent of the Board where required by exigent legal or compliance circumstances.

11.3 Distribution and Posting of Amendments. Within **30 days** of the adoption of any amendment to this Policy, the Property Manager shall:

86. Post the revised Policy on the Association's Website in the members-only portal, replacing the prior version;

87. Distribute a copy of the revised Policy (or a written notice of material changes) to all unit owners by email or first-class mail; and

88. Retain the superseded version of the Policy in the Website archives and in the compliance log.

11.4 Governing Law. This Policy is governed by, and shall be interpreted in accordance with, the laws of the State of Florida, including Chapter 718, Florida Statutes, as amended from time to time. In the event of any conflict between this Policy and applicable Florida law, Florida law shall control, and the Board shall promptly amend this Policy to conform to the governing statutory requirements.

11.5 Severability. If any provision of this Policy is found to be inconsistent with applicable law, such provision shall be deemed amended to conform to applicable law, and all remaining provisions shall remain in full force and effect.

ADOPTION AND CERTIFICATION

This Website Management Policy was duly adopted by the Board of Directors of **[Association Name] Condominium Association, Inc.** at a properly noticed meeting of the Board held on **[Date]**, at which a quorum of the Board was present and voting.

By signing below, each officer certifies that this Policy has been duly adopted and that he or she has the authority to execute this document on behalf of the Association.

Board President

[Printed Name] Date

Board Secretary

[Printed Name] Date

**Property Manager /
Website Administrator**

[Printed Name & License
No.] Date

Attest: I, the undersigned Secretary of [Association Name] Condominium Association, Inc., hereby certify that the foregoing Website Management Policy was duly adopted by the Board of Directors at a meeting duly noticed and held in accordance with Chapter 718, Florida Statutes, and the Association's Bylaws, and that this Policy is in full force and effect as of the date written above.

Secretary, Board of Directors

[Association Name] Condominium Association, Inc. | Website Management Policy
| Adopted: [Date] Prepared in compliance with Florida Statute §718.111(12) &
Chapter 2024-244, Laws of Florida