

Shadow Run



4131 Gunn Highway, Tampa, FL 33618

board@ourshadowrun.com

**SHADOW RUN HOMEOWNERS' 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 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.

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UPDATED & ADOPTED BY THE BOARD Sept 21, 2022

A handwritten signature in black ink, appearing to read 'Lee Alexander', written over a horizontal line.

Lee Alexander
President, Shadow Run HOA

A handwritten signature in black ink, appearing to read 'Jeanne Antolchick', written over a horizontal line.

Jeanne Antolchick
Secretary, Shadow Run HOA