

TWIN LAKES OF BRANDON 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 (the "Board") 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, 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 at least five (5) business days prior written notice to the Board (notification by e-mail is acceptable), identifying the specific expired official records the Manager intends to destroy. The proposed destruction shall be an agenda item at the next Board Meeting, where a motion, second, and majority vote, in keeping with standard board practice, shall be taken regarding the destruction.
3. The Board of Directors Meeting Minutes shall detail, whether it consents to the destruction of all or some of the expired official records. If the Board does not consent to the destruction of some or all of the expired official records, it shall identify in the meeting minutes those specific expired official records that are not to be destroyed, and the Manager shall retain such records along with the non-expired records of the Association.
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. The Manager shall provide a quote for Board approval of any such expense along with any destruction request.
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.

IN WITNESS WHEREOF, the Board of Directors of Twin Lakes of Brandon HOA at a duly noticed meeting of the Board of Directors at which a quorum was present, held on the 5th day of March, 2013, in the manner required by the Association's governing documents, has adopted the foregoing resolutions upon motion made by Howard Strahan (Vice President) and seconded by Troy Ligon (Treasurer) and passing with a vote of 4 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 5th day of March, 2013.

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Print Name: Louis Ferrucci
Title: President

Print Name: Marty Davis
Title: Secretary