

OFFICIAL RECORDS PURSUANT TO FLORIDA STATUTE SECTION 718.111(12).

1. A copy of the plans, permits, warranties, and other items provided by the developer at the time of turnover pursuant to s. 718.301(4).
2. A copy of the recorded declaration of condominium and all amendments.
3. A copy of the recorded bylaws of the association and of each amendment to the bylaws.
4. A copy of the articles of incorporation of the association and amendment thereto.
5. A copy of the current rules and policy statements of the association.
6. A copy the minutes of all meetings of the association and of the board of directors.
7. A current roster of all unit owners and their mailing addresses, unit identifications, voting certifications, telephone numbers and the electronic mailing addresses.
8. All current insurance policies of the association.
9. A current copy of any management agreement, lease, or other contract under which the association or the unit owners have an obligation or responsibility.
10. Bills of sale or transfer for all property owned by the association.
11. Accounting records for the association. The accounting records shall include, but are not limited to:
 - a. Accurate, itemized, and detailed records of all receipts and expenditures.
 - b. A current account and a monthly, bimonthly, or quarterly statement of the account for each unit designating the name of the unit owner, the due date and amount of each assessment, the amount paid upon the account, and the balance due.
 - c. All audits, reviews, accounting statements, and financial reports.
 - d. All contracts and bids for work to be performed.
12. Ballots, sign-in sheets, voting proxies, and all other papers relating to voting by unit owners.
13. All rental records, when the association is acting as agent for the rental of units.
14. A copy of the current question and answer sheet as described by s. 718.504.
15. All other records of the association not specifically included in the foregoing which are related to the operation of the association.