

## **EXHIBIT H – FINING PROCEDURES**

### **PROCEDURES FOR REMEDY AGAINST VIOLATIONS OF HIDDEN LAKE VILLAS CONDOMINIUM ASSOCIATION, INC.'S DOCUMENTS AND RULES**

**APPROVED BY THE BOARD OF DIRECTORS  
AT A DULY NOTICED MEETING HELD ON MARCH 2, 2004**

1. Office contacts the alleged violator reminding the person of the document or rule that appears to be violated and asks for compliance within a reasonable time frame depending on the nature of the alleged offense.
2. If compliance does not occur within a reasonable time frame, the Board at a Board meeting considers whether to recommend a fine be imposed and sets the amount of the fine.
3. If the Board does recommend a fine, the Manager notifies the Fine Appeals Committee Chair, who then canvasses the Committee for three members who can attend a hearing and sets the date and time. Although our Attorney's March 13, 2003 letter recommended the Board set the date and time and place, the reality is that the Board has no way of knowing when the Committee members may be available to hold the hearing.
4. The Fine Appeals Committee Chair notifies the Office of the date and time of the hearing.
5. The Fine Appeals Committee Chair should notify the Manager of the names of the Committee members who will be holding the hearing, and the Manager should then convey to those members all material that the Board had before it when the Board made its decision.
6. The Board or its designee writes the person that the Board at its Board meeting held on such and such a date recommended a fine be imposed against that person and the reason for the recommended fine. The offense against our documents or rules must be stated. The amount of the fine recommended by the Board must be stated. The letter should also state that the person being fined has the right to a hearing before an impartial panel of members of the Association who will serve as a Fine Appeals Committee. The letter should state the date, time and place of the hearing that will be held. The Board or its designee's letter should be written on behalf of the Board and signed by the Board or its designee, with copies provided to the Board and to the members of the Fine Appeals Committee who will be hearing the case.

Mr. E. Austin White, of the firm of Becker & Poliakoff, P.A., is the Attorney for Hidden Lake Villas Condominium Association, Inc. Per Mr. White's letter of March 13, 2003, the letter should do the following:

6. "The Board should prepare a list of the alleged violations, including the nature of the alleged offenses, and the approximate dates, times and places where same occurred. The Association should send this information (including a citation to section of the documents violated) to the alleged violator, along with the notice of the date, time and place of the fining hearing. The notice should also state the amount of the fine to be levied by the Board. Additionally, the notice should advise the alleged violator of his right to cross-examine witnesses and other "due process" rights."
7. Per our Attorney's letter: "The next step is to serve the notice of the fining hearing in accordance with Section 4.15.2 of the By-Laws. In that regard, notice of the hearing must be given to the alleged violator not less than fourteen (14) days prior to the hearing. It has been held in a recent court case that the alleged violator must receive actual notice of the hearing, which is usually accomplished through certified mail with return receipt. If the alleged violator does not actually receive notice through certified mail, in some cases it may be necessary to hire a process server to deliver notice of the fining hearing."

Per our Attorney's letter: "If the Association will be fining the unit owner, notify all record owners of the unit according to the deed. If the Association is fining a tenant, guest, or invitee, notify such persons and also all record owners of the unit. Remember, the fine is against the "unit", so simultaneously notifying the unit owner will provide the Association with more leverage in trying to collect when a tenant is involved."

8. Per our Attorney's letter: "The Board should select one of its members, or someone else (such as the Manager) to conduct the fining hearing. That person should be selected based on relative familiarity with parliamentary procedures. The fining hearing is intended to be an informal proceeding, so it is not necessary to have an attorney present."
9. Per our Attorney's letter: "With respect to notice of the fining hearing, Section 4.16 of the By-Laws provides that notice of committee meetings are only required for committees appointed by the Board to make recommendations to the Board regarding the proposed annual budget or to take action on behalf of the Board, and that all other committees may meet and conduct their affairs in private without prior notice or owner participation, unless otherwise directed by the Board of Directors. Accordingly, the Board can determine whether it wishes to notice the hearing, and

have the hearing open to the membership, or to conduct the hearing in private. If the Board determines to notice the fining hearing, at least forty-eight (48) hours prior to the fining hearing, a notice of the hearing must be posted in the statutorily prescribed location on the Condominium property. The fining hearing is then open to unit owner observation and comments. There is no provision in the law or the Association's Governing Documents which prohibit the members of the fining committee from discussing matters presented at the hearing."

10. Per our Attorney's letter: "At the fining hearing, the Board's representative presents its case. The alleged violator is permitted to cross-examine witnesses, ask questions, and the like. The alleged violator is then permitted to have his or her say, call witnesses, introduce documents, etc."

The appellant has the right to bring any and all witnesses or persons he/she may wish to bring to speak to the issue at hand. The Board has the right to do the same thing. Each side must have opportunity to present its case, if it so chooses. However, any "discussion" would be among the committee members who would be able to ask questions of any party present and discuss among themselves what the panel wished to do. No party present, however, except the committee members, have any right to "participate in any discussions."

11. Per our Attorney's letter: "At the conclusion of both sides' presentations a member of the fining committee should make a motion to vote on the fine levied by the Board. The fining committee must agree with the fine. In other words, it has a "veto" right over the Board's decision."

The alleged violator may or may not appear at the hearing. If he/she does not appear, he/she has forfeited rights to further appeal, and the Fine Appeals Committee will then render their decision at the scheduled hearing as to whether the Committee decides to uphold the Board's recommendation, not to uphold the Board's recommendation, or to recommend the fine be lowered from the Board's recommendation. The decision of the Fine Appeals Committee shall be by a simple majority vote.

12. Minutes should be taken at the hearing and should be given to the Board and filed into the case record. The entire case record should be filed as a permanent part of the condo unit owner's file.
13. Per our Attorney's letter: "After the fine has been levied by the Board and approved by the fining committee, the Board should set a due date for payment of the fine (30 days is probably a reasonable standard). Notice of the levy and due date of the fine should be reduced to writing by the Association and transmitted to the unit

owners of record, and in cases where violations have occurred by tenants and/or guests, also to those persons.”

The first attempt to collect the fine should be through this letter. The letter should ask the violator to pay the fine within thirty (30) days and ask the violator to make a check out to Hidden Lake Villas Condominium Association, Inc., and deliver it to the Association office at 788 Park Shore Drive, Clubhouse Office, Naples, FL 34103. The Board or its designee should write and send this letter to the alleged violator with copies to the Board and Fine Appeals Committee members.

14. If the violator does not pay the fine within thirty (30) days, the next step is small claims court. Our attorney states in his March 13, 2003 letter:  
“Once a fine is levied, it must be collected through filing a small claims court action, since a fine cannot become a lien against the unit if the owner does not pay the fine. If the Association is required to take the violator to court to recover a fine, the Association is also entitled to receive the reasonable attorney’s fees that it incurs in collecting the fine. Although the amount of attorney’s fees may often exceed the amount of the fine, the court is obligated by law to award a reasonable attorney’s fees to the prevailing party.”
15. Per our Attorney’s letter: “In addition to the imposition of a fine by the Board, the Board also has the authority to bring an action for damages or for injunctive relief, or both, for the failure of a unit owner, tenant, and/or invitee to comply with the provisions of the Association’s Governing Documents.”

EXHIBIT I

**EMERGENCIES & LOCKOUT PROCEDURES WHEN THE HLV OFFICE IS CLOSED**

*Adopted and incorporated into the Rules by the Board of Directors on December 15, 2006.*

Information between the dotted lines below to be kept up to date and permanently posted on bulletin boards:

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HLV Manager and Office Hours: 8-4, Monday-Friday. Closed holidays  
Manager's Office located in the Clubhouse.  
Phone: 239.261.1300; Email: [office@hiddenlakevillas.net](mailto:office@hiddenlakevillas.net); Web Site: [www.hiddenlakevillas.net](http://www.hiddenlakevillas.net)  
Mailing address: Hidden Lake Villas Condominium Association  
788 Park Shore Drive, Clubhouse Office  
Naples FL 34103

Health Emergencies: 911

Lockouts: If a willing Board member is unavailable, call *(Insert name and phone number of 24-hour locksmith and his current fee.)*

HLV Contact Priority List: For all other emergencies after business hours, there is an HLV Contact Priority List. If you cannot reach the first number, go to the next. It does not matter whether or not the contact person is on site; all the following authorized personnel keep HLV Staff and vendor phone numbers with them wherever they are located, and are prepared and authorized to contact & instruct Staff and/or vendors to get the emergency handled.

<u>NAMES</u>	<u>PHONE NUMBERS</u>	
<i>(Current names &amp; phone numbers to be inserted below.)</i>		
1. Manager's Name & After Hours Phone Number:		
2. President:	Winter:	Summer:
3. Vice President:	Winter:	Summer:
4. Secretary:	Winter:	Summer:
5. Treasurer:	Winter:	Summer:
6. Director:	Winter:	Summer:
7. Director:	Winter:	Summer:
8. Director:	Winter:	Summer:

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**ADDITIONAL GUIDELINES**

**Elevators:**

1. Person Trapped Inside: It is considered an emergency when an individual gets trapped inside a suddenly non-functioning elevator. Besides the emergency phone available inside the elevator, other resources are available. If a resident outside the elevator hears the alarm bell and it appears the trapped individual is unable to utilize the emergency phone, the resident outside the elevator should contact 911, and in addition, go through the Priority List until reaching appropriate HLV personnel.
2. Elevator Breakdown with No One Inside: Not an emergency. Any resident who notices such should go through the HLV Contact Priority List until reaching appropriate HLV personnel, who will arrange to have the elevators marked as "Not Working", and who will contact appropriate staff or vendor to address the problem the next business day.
3. Any Resident Dependent on Elevator Service: Any resident unable to negotiate the stairs during an elevator breakdown should call on their own resources, including 911, if necessary. The HLV Manager, Staff and Board are not trained or authorized to respond to health emergencies, including those that might be involved in a temporary lack of elevator service.
4. Elevator Maintenance Service Contractor: Will be responsible for maintaining copies of keys for access to all HLV elevators in order to be able to respond when authorized by a phone call from someone on the HLV Priority Contact List. *(This eliminates the need for access to the key box in the Office and allows authorized HLV personnel to handle the problem from wherever they are.)*

(more guidelines on next page)

**Water Intrusion:** Water problems within an owner's own unit are to be solved immediately by the owner. Plumbers are listed in the phone book and also in the back pages of the HLV Governing Documents Manual. However, water intrusion from outside an owner's own unit is considered an emergency unless no threat of damage is currently present, and until the cause is determined. In such cases, the resident should go through the HLV Priority List until reaching appropriate HLV personnel, who will treat the matter as an emergency until such time as the source of the water intrusion is cut off. Once the emergency nature of the event is over, HLV Staff will address any remaining follow-up matters during normal business hours.

**Air Conditioning:** Unit residents who experience an air conditioning problem must alert the HLV Office prior to confirming a time for their air conditioning company to come out. Roof access to their air conditioning condenser is available to the unit owner's contractor during business hours. If a unit owner's air conditioner breaks down after business hours, the event is not considered an emergency by the HLV documents, and the owner should make arrangements with the contractor to service it the next business day when the HLV Office can grant and record the contractor's access to the roof.

**Parking Lot:** The Parking Lot is patrolled daily by HLV Staff; the handling of transgressions occurs during normal business hours. To report unauthorized vehicles (such as an overnight truck) or a vehicle parking in a resident's own parking spot, call the HLV Office. If such occurs after business hours, leave a message, and the matter will be addressed the next business day. Such occurrences do not constitute an emergency, so will be handled in the normal course of business. In the meantime, a resident whose parking spot is taken is encouraged to place a courteous note on the offending vehicle's windshield informing that the spot is reserved and requesting removal to a guest spot. If the offending vehicle is not removed by the next business day, the resident should report the matter to the HLV Office to handle the matter.

**Hurricanes/Storms:** If the Mayor of the City of Naples proclaims a Mandatory Evacuation, all residents are strongly encouraged to depart and find safe haven well in advance of the Evacuation deadline. A Mandatory Evacuation is the City's notice that no one can count on delivery of emergency services of any kind during the period of Evacuation. Evacuation periods begin well in advance of landfall in order to ensure gasoline availability and safe departure for the populace. Evacuation periods do not end just because the storm has passed, but only when the Mayor has ascertained that streets are safely passable and announces an end to the evacuation period. Residents should refer to the Hurricane Procedures and Departure Procedures in their HLV Governing Documents Manual to prepare appropriately, including how to be allowed to return to the area. Further information is available in the HLV Office. In the event of a hurricane warning, the HLV Manager, Staff, and vendors will secure the Association common property in advance, including the shutdown of all elevators. Since the City's emergency services are not available during an evacuation period, HLV's Manager, Staff, and vendors will be expected to tend to their own families and properties and not return to HLV until the streets are declared safe by the Mayor. Residents who choose to stay at HLV during a Mandatory Evacuation do so at their own risk and should expect days of power outage, water limitation, limited or no nearby food or gasoline, inaccessible and/or flooded streets, and downed power lines. The eight residential buildings are on two separate power grids; four buildings usually return to full power before the other four. Full power restoration at HLV may take up to a week or more, even though the entire HLV complex is usually restored to power before full restoration throughout Naples and Collier County. *(For more detail, see Hurricane Procedures and Departure Procedures in the HLV Governing Documents Manual.)*

(End of Additional Guidelines)

*(HLV Emergency and Lockout Procedures)*

**Water Intrusion:** Water problems within an owner's own unit are to be solved immediately by the owner. Plumbers are listed in the phone book and also in the back pages of the HLV Governing Documents Manual. However, water intrusion from outside an owner's own unit is considered an emergency unless no threat of damage is currently present, and until the cause is determined. In such cases, the resident should go through the HLV Priority List until reaching appropriate HLV personnel, who will treat the matter as an emergency until such time as the source of the water intrusion is cut off. Once the emergency nature of the event is over, HLV Staff will address any remaining follow-up matters during normal business hours.

**Air Conditioning:** Unit residents who experience an air conditioning problem must alert the HLV Office prior to confirming a time for their air conditioning company to come out. Roof access to their air conditioning condenser is available to the unit owner's contractor during business hours. If a unit owner's air conditioner breaks down after business hours, the event is not considered an emergency by the HLV documents, and the owner should make arrangements with the contractor to service it the next business day when the HLV Office can grant and record the contractor's access to the roof.

**Parking Lot:** The Parking Lot is patrolled daily by HLV Staff; the handling of transgressions occurs during normal business hours. To report unauthorized vehicles (such as an overnight truck) or a vehicle parking in a resident's own parking spot, call the HLV Office. If such occurs after business hours, leave a message, and the matter will be addressed the next business day. Such occurrences do not constitute an emergency, so will be handled in the normal course of business. In the meantime, a resident whose parking spot is taken is encouraged to place a courteous note on the offending vehicle's windshield informing that the spot is reserved and requesting removal to a guest spot. If the offending vehicle is not removed by the next business day, the resident should report the matter to the HLV Office to handle the matter.

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(End of Additional Guidelines)

(HLV Emergency and Lockout Procedures)

## EXHIBIT J

### RULES AND REGULATIONS FOR UNIT OWNERS, CONTRACTORS, AND DECORATORS FOR MAINTENANCE, ALTERATIONS AND IMPROVEMENTS

- 1) Unit owners must obtain prior written approval for all work done in their unit by filling out the Application Form provided by the Association for this purpose. Such requests for approval shall include:
  - A detailed explanation of all work to be completed in the unit.
  - The name, address, telephone numbers and fax number of the unit owner's Representative who will be overseeing the work in the unit, whether it be the General Contractor, interior decorator or the unit owner.
  - The names, addresses, and phone numbers of all contractors who will be working in the unit.
  - A copy of the contractors' licenses.
  - Copies of the contractors' Certificate of Insurance of general liability of no less than \$500,000 per occurrence and no less than \$1,000,000 aggregate.
  - Proof of Workers Compensation coverage or State of Florida-authorized waiver.
- 2) Work hours are 8:00 AM to 5:00 PM, Monday through Friday. Contractors are not allowed to work on Saturday, Sunday and legal Holidays. The board may approve exceptions on an individual basis, if warranted. Unit owners may work on Saturday and Sunday as long as the work completed is noiseless and is not conducted on the walkways or common areas.
- 3) Workers may unload their vehicles close to the building, but then must park them in a guest spot immediately after unloading. A worker may use the unit owner's designated parking spot with the unit owner's permission.
- 4) Workers and unit owners are required to use drop-cloths or a vacuum collection system while working in all common areas.
- 5) Clean-up of hallways, elevators and all common areas must be completed by 5:00 P.M. each workday.
- 6) All trash and debris must be hauled off by the workers on a daily basis. Hidden Lake Villa dumpsters are not to be used for this purpose.
- 7) Grout, paint, wall mud or any other material may not be poured down building drains, sinks, toilets, bathtubs or outside drains.
- 8) Workers may not use the carts owned by Hidden Lake Villas and located in each building.



9) Unit Owners may themselves complete work on their units as follows:

- Generally, unit owners should confine their own work to "outside" the drywall. This means painting, shelves, molding, screen door replacement, hanging of window coverings, window rods, door replacement, door knobs and any other cosmetic changes of this type may be completed by the unit owner if they have the skills necessary. Prior approval of the Association will not be required. All other work should be completed by a licensed contractor. It is the responsibility of the unit owner to obtain any needed permits or licenses.
- Wall cabinet replacement, carpeting, and tiling may also be completed by the unit owner, but requires prior written approval of the Association per the Association's Application process for this purpose and must conform to section 9 of the Second Amended and Restated Declaration of Condominium of Hidden Lake Villas Condominium.

10) Disposal of Construction Debris

- Neither unit owners/members nor contractors may leave any construction debris anywhere on the premises, nor may they dispose of them in the dumpsters, nor by the side of the road. Construction debris, including faucets, drywall, carpeting, toilets, bathtubs, flooring, etc., must be hauled off site to the proper dumping facility by the unit owner or his/her contractor, and all arrangements to do so are the responsibility of the unit owner and his/her contractor. The Association Office is not to be involved nor required to make any arrangements, nor is the Association responsible for any cost for the removal of such items. Said costs will be charged to the unit owner.
- Work that requires a trash bin on site for the duration of the work needs prior approval of the Association through the Association's Application process for this purpose. The Association shall hold the unit owner responsible for the contractor's immediate repair of any damage caused to the common areas by the bin or the debris or the work. Cleanup of any common areas exposed by traffic to and from the unit and to and from the trash bin is required daily.

11) Disposal of Furniture and Appliances

a. Contractors must haul away (or place in their own trash bins) any discarded appliances and furniture that they replace.

b. However, unit owners who wish to dispose of their own furniture or appliances may telephone the Association Manager to have the Association Manager make arrangements with the City of Naples for a special pick-up. Under no circumstances may the items be left anywhere except where the Association Office directs. No items may be left except late the night before the day of the pick-up scheduled by the Manager with the City. No items may be left except those approved by the Manager, and no owner/member may schedule their own pick-

up with the city. Approval for a special pick-up must be sought through the Association Manager.

- 12) No Contractor, Designer or any other entity may display a sign or any other identifying placard, display, or other similar item.
  - 13) It is the responsibility of the unit owner to notify the Association and the appropriate utility prior to commencing work if any construction will effect the water, sewer, or other utility services or connections.
  - 14) The approval of the Association to commence construction does not constitute the approval of local or state governments, when needed. It is the responsibility of the unit owners to obtain all necessary applicable permits from the approved government authority prior to starting construction. The failure of the unit owner or the unit owner's contractor to obtain the proper permits shall result in the cancellation of approval by the Association for the entire project and all work on condominium property must cease.
  - 15) Contractors are not permitted to start a fire on condominium property. Contractors are not permitted to place objects in the hallways, breezeways, and corridors without the written approval of the Association Manager. The Association will hold the unit owner responsible for any costs associated with citations issued by the Fire Marshal, including any increase in insurance rates.
  - 16) The Association may periodically inspect the construction area to ensure compliance with these Rules and the governing documents of the Association.
  - 17) All work vehicles will comply with applicable parking and traffic regulations while on Hidden Lake Villas property. Parking is only permitted in designated guest spaces or the unit owners space. Work vehicles must be legally parked and utilize one parking space per vehicle. All work vehicles must obey all traffic control devices and traffic rules while on condominium property. The speed limit is 10 miles per hour.
  - 18) Workers are not permitted to operate radios, amplifiers, or other audio devices that broadcast music while on Association property.
  - 19) All contractors must be licensed by the applicable state or local government. The failure of a unit owner to utilize a licensed vendor, when licensure is required, shall constitute grounds for immediate termination of approval by the Association.
  - 20) In the event that the Association terminates approval of construction because of a violation of these rules, the unit owners shall be responsible for any penalties, damages, or costs associated with the breach of any contract between the unit owner and their vendor.
  - 21) Unit Owners agree to indemnify, hold harmless and defend the Association for any claims whatsoever brought by the unit owners, their family members, guests, or invitees, or any
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third party for any reason, arising from the Association's approval process or the construction approved by the Association.

22) Inspection and final approval by the Board is required. Prior to the final inspection and consideration for final approval by the Board, all improvements must conform to the previously approved plans.

23) The approval of the Association does not constitute any warranty by the Association under any circumstances.

24) The approval of construction under these Rules and Regulations is conditioned upon compliance by the unit owner and their vendors with the Second Amended Declaration of Condominium, including but not limited to Section 9.7 of the Declaration, and these Rules and Regulations. In the event of any conflict between these Rules and Regulations and the Second Amended Declaration of Condominium, Articles of Incorporation, or By-laws of the Association, then the provisions of the Second Amended Declaration of Condominium, Articles of Incorporation, or Bylaws shall apply.

**EXHIBIT K**  
**SPECIFICATIONS FOR IMPACT GLASS SLIDING DOORS [OPTIONAL]**  
**Adopted by Board of Directors 01/30/2017**

The board adopted the following specifications for Impact Glass Sliding Doors that owners may install in place of existing lanai sliders at their own expense. Owners wishing to install sliding doors must submit their proposal to the Board of Directors for approval before committing to the installation. The proposal should contain sufficient detail to enable the Board of Directors to determine its conformity to the specifications. All proposals for installations (from approved suppliers) shall include a written contract stating the work to be done.

1. Sliding doors must be clear impact glass.
2. Frames must be white aluminum.
3. The frames and glass must be built and installed in compliance with all applicable state, county, and city building codes.
4. All fasteners to be stainless steel or non-corrosive materials to eliminate the possibility of causing rust or stains on the frames or on the building.
5. The doors must be mounted in a manner which preserves the watertight integrity of the building.
6. **All contractors** must have the following on file with the Association to be approved:
  - a. Drawings that are sealed and certified by a qualified independent Engineer who is licensed in the State of Florida showing that all specified products meet wind load requirements.
  - b. Business License
  - c. A Certificate of Insurance from the supplier's insurance agent should provide both liability and worker compensation coverage.
  - d. Contractors W-9 showing federal tax identification number.

(HLV Impact Glass Sliding Door Specs)  
Revised 01/30/2017

**EXHIBIT K**  
**SPECIFICATIONS FOR TEMPERED GLASS SLIDING DOORS [OPTIONAL]**  
**Adopted by Board of Directors 01/30/2017**

The board adopted the following specifications for Tempered Glass Sliding Doors that owners may install in place of existing lanai sliders at their own expense. Owners wishing to install sliding doors must submit their proposal to the Board of Directors for approval before committing to the installation. The proposal should contain sufficient detail to enable the Board of Directors to determine its conformity to the specifications. All proposals for installations (from approved suppliers) shall include a written contract stating the work to be done.

1. Sliding doors must be clear tempered glass.
2. Frames must be white aluminum.
3. The frames and glass must be built and installed in compliance with all applicable state, county, and city building codes.
4. All fasteners to be stainless steel or non-corrosive materials to eliminate the possibility of causing rust or stains on the frames or on the building.
5. The doors must be mounted in a manner which preserves the watertight integrity of the building.
6. **All contractors** must have the following on file with the Association to be approved:
  - a. Drawings that are sealed and certified by a qualified independent Engineer who is licensed in the State of Florida showing that all specified products meet wind load requirements.
  - b. Business License
  - c. A Certificate of Insurance from the supplier's insurance agent should provide both liability and worker compensation coverage.
  - d. Contractors W-9 showing federal tax identification number.

(HLV Tempered Glass Sliding Door  
Specs)  
Revised 01/30/2017

**EXHIBIT L**  
**HIDDEN LAKE VILLAS CONDOMINIUM ASSOCIATION, INC.**  
**PAPER RECORD RETENTION SCHEDULE**  
**Adopted by Board of Directors June 28, 2013**

<u>File Name</u>	<u>Current File</u>	<u>Storage</u>
Annual Reports	2 years	Permanently
Articles of Incorporation	Permanently	
As-Built Specification Plans	Permanently	
Assessment Information	1 year	7 years
Assessment Status	1 year	7 years
Bank Reconciliation	1 year	7 years
Budget	1 year	7 years
Cancelled Checks and Bank Statements	1 year	7 years
Cash Disbursements Journal	1 year	7 years
Cash Receipts Journal	1 year	7 years
Certificates of Insurance	1 year	7 years
Committee Reports	1 year	7 years
Contracts	1 year	7 years
Correspondence: General Matters	1 year	7 years
Correspondence: Legal and Contract	1 year	7 years
Declaration	Permanently	
Deeds	Permanently	
Duplicate Deposit Tickets	1 year	7 years
Employee Applications	1 year	7 years
Employee Files	1 year	7 years
Federal Income Tax Returns	3 Years	Permanently
Monthly Financial Statements	1 year	7 years
General Ledgers	1 year	7 years
General Journals	1 year	7 years
State and Federal Identification Numbers	Permanently	
Insurance Policies	1 year	7 years
Open Insurance Claims	Until Settled	
Settled Insurance Claims	1 year	7 years
Investment Statements & Closed Passbooks	1 year	7 years
Supply Invoices	1 year	7 years
Unexpired Leases (HLV Lessor)	Until Expired	
Expired Leases (HLV Lessor)	7 years	
Open Legal Files	Until Closed	
Closed Legal Files	1 year	7 years
Mailing Lists	1 year	
Management Notices	1 year	7 years
Board Meeting Minutes	3 year	Permanent
Board Meeting Sign-In Sheets	1 year	
Ballots	1 year	
Proxies	1 year	
Newsletters	1 year	7 years
Payroll Records	1 year	Permanently
Plat of Survey	Permanently	
Proposals	1 year	7 years
Purchase Orders	1 year	7 years
Real Estate Taxes	1 year	7 years
Rules and Regulations	Permanently	
State Income Tax Returns	3 years	Permanently
State and Federal Unemployment Taxes	3 years	Permanently
Unexpired Warranties	Until Expired	
Expired Warranties	7 years	
State and Federal Withholding Taxes	3 years	Permanently