

HOAMCO – Best Practices



Association Records

How long should we keep this? In what format? These are questions that are often raised as we manage the many records on behalf of the associations we serve. Although there are some state statutes that govern the retention of records, HOAMCO's standard will be to enhance these guidelines by establishing the following association record guidelines:

- 1) Financial Records. Must be kept as part of the HOAMCO master filing system for at least seven years. This means that these records are housed at the Prescott office.
- 2) Minutes of Board and Annual Meetings. All approved minutes of meetings must be kept in a separate minute folder in the HOAMCO master filing system. This includes record of all actions taken by board members without a meeting, and actions taken by a committee of the board of directors. It is recommended that minutes be kept for the existence of the corporation.
- 3) Owner/Lot Files. All official owner files must be held at the main office in Prescott. For remote sites, there may be occasion to create owner files to be held in the remote offices for easy reference and access. This is understandable. However, TOPS must specifically state any outstanding CC&R issues. Further, any records that are deemed appropriate to be kept in the corporate owner file must be sent from the remote office for filing. Owner files must be in kept for the existence of the corporation.
- 4) Existing Violations. TOPS is the best source for referencing existing violations. A copy of all violation letters are to be filed in the owner/lot file.
- 5) Architectural Approvals/Denials. Must never be disposed of. All official correspondence and related documents must be kept in the owner/lot file. A tracking of requests in/out may be tracked in TOPS via the CC&R module. Since the approval/denial correspondence may be lengthy, please include in the TOPS history a note "see file" along with the dates in and out. For remote sites that are maintaining ARC files, when each project is finalized, the entire file should be transported to the respective corporate site for permanent file.
- 6) Board Meeting Packets. A copy of board meeting packets must be kept for at least three years in the HOAMCO master filing system. An electronic folder labeled as "(Year) Board Meetings" under the association name containing relevant documents should be maintained for easy reference and future use.
- 7) Annual Meeting Packets. A complete file, along with all related ballot items must be kept in the HOAMCO master filing system for three years.
- 8) Written Communication to its Members. All written communications to the membership (e-mail or mailings) should be kept for three years. This includes such items as newsletters and notices of meetings. Individual owner correspondence is to be maintained in the respective owner/lot file.

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Association Records (cont.)**

- 9) Board Member Correspondence. Items related to a special topic or project should be filed with that respective topic, to include e-mail correspondence.
- 10) Subcontractor agreements. The original, executive agreement should be kept in the HOAMCO master filing system for up to three years. A copy should be kept as part of the manager's Master Notebook.
- 11) Insurance Policies. A copy of the current policies must be kept in the HOAMCO master files. Past policies should be kept for three years.
- 12) Reserve Studies. A copy must be kept in the HOAMCO master filing system for the duration of the corporation's existence, to include all updates to the study.
- 13) Records Relating to the Removal of Directors. All documentation must be kept for at least one year.
- 14) Special Projects. Any projects conducted on behalf of the Board should be kept in a separate file and labeled accordingly. Upon completion of the project, the file should be part of the HOAMCO master filing system. This file should be kept for three years, unless specified otherwise.
- 15) Articles of Incorporation, Declaration, Plats, By-laws, Amendments, Resolutions. All are part of the permanent record and a copy must be a part of the HOAMCO master filing system.
- 16) List of names and business addresses of current directors and officers. Keep current.
- 17) Copy of annual report to the state commissions. As part of financial records.

The Association should also keep other records, as it deems appropriate, to preserve the history of significant events of the association. If there is question as to how long a document should be kept, first check state statute and/or direct your questions to accountants, attorneys, or other licensed professionals for guidance.

The HOAMCO Master Filing system is housed at the Prescott Office. Please take the time to ensure that your association files are in tact. Future audits of records are being scheduled for quality control purposes.