

## HOAMCO – *Best Practices*



### Association Master Notebooks

In keeping with HOAMCO's dedication to maintaining appropriate documentation and enhanced communication, a Master Notebook must be retained and updated for every association. Required tabs are as follows:

- Board Members (contact information)
- Annual Calendar
- Governing Documents
  - Articles of Incorporation
  - By-laws
  - CC&Rs
  - Architectural Guidelines
  - Amendments
  - Resolutions
- Fine Policy (Compliance Policy)
- Assessment Collection Policy (Delinquency Policy)
- Rules and Regulations
- Budget
- Insurance
- Contracts
- Reserve Study
- Minutes
- January – December tabs (contain board meeting notes/materials/checklist, etc.)

*From time to time, Master Notebooks will be reviewed to ensure that they are being properly maintained. All approved minutes and budgets must be stored in the master files each month. At the end of the year, transfer all necessary documents to the master files from the Master Notebook. Thank you.*