



HindmanSanchez

Association Record

Time Frame

Financial Records

▪ Audit Reports	Permanently
▪ Federal and State income tax returns	Permanently
▪ Personal property tax returns	Permanently
▪ Budgets	1 year
▪ Bank Statements	Permanently
▪ Deposit tickets	6 Years
▪ Cancelled checks	6 Years
▪ Cash receipts and cash disbursement journals	6 Years
▪ Bank reconciliations	6 years
▪ Payroll records	6 Years
▪ General ledgers	6 Years
▪ Owner ledgers	While owner resides in community + 6 years

Business Records

▪ Contracts	Greater of 6 years or warranty period
▪ Insurance policies	Permanently
▪ Vendor invoices	6 years
▪ Written correspondence between Association and vendors	6 years
▪ Personnel files	6 years
▪ Photographs	6 years

Association Transaction Records

• Governing documents (including the Declaration, Bylaws, Articles of Incorporation, and any amendments)	Permanently
• Periodic reports filed with the Secretary of State	1 year
• Resolutions	Permanently
• Meeting minutes (membership and Board)	Permanently

- Videotapes and audiotapes of Board meetings Until minutes approved
30 days
- Proxies and ballots (generally)
- Proxies or ballots for document amendments Permanently
- Deeds, easements and other real property records Permanently
- Record of all actions taken by owners or board by written consent or ballot in lieu of meeting Permanently
- Record of all actions taken by a committee on behalf of the association Permanently
- Record of all waivers of all owner and board meeting notices Permanently

Communications

- Written communications to the Owners generally (including meeting or other notices sent via e-mail, facsimile and regular mail) 6 years
- Communications between Association and non-owner, non-vendor parties 6 years
- Correspondence to members individually (not including enforcement letters) 6 years after sale of unit
- Enforcement letters (including covenant violation letters and delinquency letters) 6 years after sale of unit
- Owner complaints (written) 6 years after sale of unit
- Architectural requests 6 years after sale of unit
- Any correspondence between Association and member not otherwise listed 6 years after sale of unit

Miscellaneous

- Miscellaneous documents (not otherwise listed herein) At Board's discretion