

# OCEAN HIGH CONDOMINIUM ASSOCIATION

Policy #6, 1999

SUBJECT: Association Records

1. Association records will be established and maintained in accordance with statutory requirements applicable to owners associations, and preserved for certain periods of time. Association records are defined as documents which are established and maintained for the business of Ocean High and Ocean High Condominium Association.

2. Retention of Documents. Some documents need to be maintained longer than others. Records of Ocean High and Ocean High Condominium Association will be retained according to appropriate statutory requirements, the association's accountant, and attorney. At least once yearly, inactive files will be reviewed and destroyed or maintained according to the appropriate retention schedule.

3. The records of the Association shall be available for examination by owners, and/or their duly authorized agents or attorneys, during normal business hours and after reasonable notice. Copying of certain records may be authorized by the President or Vice-President, at the expense of the requestor. Such copying may be limited to such documents as:

Declaration/Conditions, Covenants and Restrictions  
Management Notices  
Newsletters  
Rules and Regulations (other than CCR's)  
Policies

APPROVED: Board of Directors  
May 22, 1999

ASSOCIATION RECORDS ESTABLISHED  
and  
RETAINED ACCORDING TO STATUTORY REQUIREMENTS

Annual Financial Reports	Articles of Incorporation
Assessment Information	Assessment Status
Automated Financial Records	Automated Owner Records
Bank Reconciliation	Budget
Canceled Checks and Bank Statements	Cash Disbursement Journal (automated)
Cash Receipts Journal	Certificates of Insurance
Committee Reports	Contracts
Correspondence - General	Correspondence - Legal
Declaration	Deeds
Duplicate Deposit Tickets	Employee Files
Federal Income Tax Returns	Monthly Financial Statements
General Ledgers & Journals	State and Federal ID Numbers
Insurance Policies	Open Insurance Claims
Settled Insurance Claims	Investment Statements & Closed Passbooks
Supply Invoices	Open Legal Files
Closed Legal Files	Management Notices
Board Meeting Minutes	Newsletters
Payroll Records	Proposals
Purchase Orders	Real Estate Taxes
Rules and Regulations	State Income Tax Returns
Unexpired Warranties	Expired Warranties
Inventory of Personal Property	Permits and Licenses
Policies and Procedures	

Any and all records established for the operation and maintenance of Ocean High Condominium not specifically listed above.

APPROVED: Board of Directors  
May 22, 1999