



DC Ranch Association Board Report 6-4-18 #1

Subject Matter: Proposed Policy Re: Records Retention (Policy 105)

Background: The Policy Committee proposed this policy to the Board at its February 5, 2018 board meeting.

Key provisions of this policy are as follows:

- Its purpose is to establish the criteria for the retention of Association records.
- Applies to all DC Ranch documents, including legal, financial, insurance and maintenance records, as well as general correspondence.
- Provides guidance to the Board of Directors and the Executive Director.
- Validates the Board's authority to delegate responsibility to the Executive Director.
- Records retention is organized using six categories of records, which are: legal, financial, maintenance, correspondence, property and other.

Legal counsel was consulted with during the development of this proposed policy.

The Board approved the proposed policy for publication purposes and to comply with the 30-day member-comment period. The proposed policy was posted on the DC Ranch website in February 2018, satisfying the 30-day member-comment period. To date, one member provided written comments, which accompany this report. The Policy Committee's position is that the proposed policy language does not require further revisions.

This matter was listed on the May 7, 2018 board meeting agenda for formal consideration; however, with respect to the newly seated directors, it was tabled to the June 4, 2018 board meeting. It is now back before the Board for formal approval consideration.

The proposed policy accompanies this report.

Recommendation: Approve the policy and post to the DC Ranch website and update the Policy Book.

A handwritten signature in black ink, appearing to read 'Darren Shaw', is written over a horizontal line.

Darren Shaw, Executive Director



**DC Ranch Association
Policy 105
Policy on Records Retention**

Policy 105

Date of Adoption:

Effective Date:

Last Revised:

105.1 Purpose: The purpose of this policy is to establish the criteria for the retention of Association records.

105.2 Scope: This policy applies to all DC Ranch Association paper and electronic documents, including legal, financial, insurance and maintenance records, as well as general correspondence.

105.3 Responsibility/Authority: The DC Ranch Association Board of Directors and Executive Director.

105.4 Introduction: The Association's mission statement is as follows: To serve all DC Ranch Stakeholders through the professional management and protection of the community's fiscal and environmental assets. DC Ranch Association delivers high quality and consistent operations, landscape, maintenance and security services with an emphasis on customer care and open communication that result in sustained property values and exceptional quality of life.

This policy will provide guidance to the Board of Directors and Executive Director as it endeavors to fulfill the mission and effectively govern the community.

105.5 Records That Need to be Retained:

105.5.a Categories for record retention:

- Legal records
- Financial records
- Maintenance/Facilities records

- Correspondence
- Property Documents
- Other

105.5.b Groupings within categories: Records within the categories above should be grouped and filed in the manner below.

- Permanent records
- Retain for four years
- Retain unit superseded (superseded records should be retained for four years.)
- Retain one year

105.6 Permanent Records: The following records shall be considered permanent and should be filed as such.

105.6.a Legal Records Consisting of the Following:

- Board minutes and notices of meetings
- Executive session meeting minutes
- Membership meeting minutes and notices of meetings
- Committee meeting minutes
- Original Enabling Documents:
 - CC&Rs
 - Supplemental Declarations
 - Bylaws
 - Articles of Incorporation
- Amended enabling documents
- Legal settlement agreements
- Client/Attorney privileged information
- Developer disclosure statements
- Title insurance policies

105.6.b Financial records consisting of the following:

- Annual corporate tax returns
- Letters granting tax exempt status
- Issuance of tax ID number
- Annual CPA prepared financial statements
- Annual general ledgers

105.6.c Maintenance for common areas records consisting of the following:

- Blueprints
- Building drawings and details of additions or modifications
- Major component listings, specifications and measurements

105.6.d Property related documents consisting of the following:

- Deeds
- Easements
- Maps and dedications

- Documents requesting architectural changes
- Approvals and denials of architectural change requests
- Notice of violations of architectural controls

105.7 Records to Retain for Four Years: The following records shall be retained for a period of four years.

105.7.a Legal records consisting of the following:

- Membership meeting ballots, proxies and sign-in sheets
- Surveys

105.7.b. Financial records consisting of the following:

- Bank statements and canceled checks
- Paid bills
- Payroll tax returns
- Time cards
- Monthly general ledgers
- Accounts receivable listings
- Deposit slips
- Dues billing and collection documents

105.7.c Correspondence records consisting of the following:

- Serious correspondence (potential litigation)
- Newsletters

105.7.d Other Records

- Insurance claims history

105.8 Records to Retain Until Superseded: The following records should be kept until superseded, then retained for four years.

- Approved policies
- Contracts for management and vendor services
- Loan documents
- Listing of rules
- Interpretations of rules
- Enforcement matters (ex: Parking Violations - discard when owner sells unit.)
- Warranties and guarantees
- Funding studies (reserves)
- Equipment specifications
- Complete details of last replacement of all major components
- Original insurance policies
- Employment contracts
- Personnel files

105.9 Records to Retain for One Year: The following records should be kept for one year:

- Meeting agendas
- Monthly financial statements
- "Light" correspondence, especially if situation was resolved or action completed

Approved By: _____ Date _____
Board President or Secretary

Effective Date: _____

PROPOSED

From: MJ Hall [<mailto:mjhall1954@gmail.com>]

Sent: Tuesday, March 20, 2018 12:31 PM

To: Policies <Policies@dcranchinc.com>

Subject: Comments | DC Ranch Association - Proposed Board Policies 105, 201, 202, 302

DC Ranch Association

Policy 105

Policy on Records Retention

Re:

- **105.1 Purpose, 105.2 Scope, 105.3 Responsibility/Authority and 105.4 Introduction** - *Objection to sequence. "105.4 Introductions:" should be first in sequence.*
- **105.5 Records That Need to be Retained** - *No objections as proposed*
- **105.5.b Groupings within categories:** Records within the categories above should be grouped and filed in the manner below.
 - Permanent records - *No objections as proposed*
 - Retain for four years - *Objection; Suggested replacement: "Retain for five years, minimum."*
 - Retain unit superseded (superseded records should be retained for four years.) - *Objection; Suggested replacement: "should be retained for five years, minimum."*
 - Retain one year - *No objections as proposed*
- **105.6 Permanent Records:**
 - 105.6.a Legal Records - *No objections as proposed*
 - 105.6.b Financial records - *No objections as proposed*
 - 105.6.c Maintenance for common areas records - *No objections as proposed*
 - 105.6.d Property related documents - *No objections as proposed*
- **105.7 Records to Retain for Four Years** - *Objection to "period of four years". Suggested replacement: with "physical records for a minimum of five years and in electronic form thereafter", inclusive of subsections 105.7a,b,c and d*
- **105.8 Records to Retain Until Superseded:** The following records should be kept until superseded, then retained for four years. - *Objection to "retained for four years". Suggested replacement: with "physical records for a minimum of five years and in electronic form thereafter."*
- **105.9 Records to Retain for One Year:** - *Objection to "for one year". Suggested replacement: "physically one year, electronic thereafter."*