

## ARTICLE 3

### DOCUMENTS AND RECORDS

The various Committee records and documents of the Condominium are the heart and body of its operating system. They are the history of its growth, development, and the formation of its character. They are the textbook that form the guidelines that give direction to the Trustees and Committees in making decisions. Poorly maintained and preserved records can cause legal and financial problems, and can be rather difficult and expensive to reproduce if lost.

3.1 Responsibility for collecting records documents, minutes of meetings, and Committee actions.

3.1.1 The Secretary of the Board of Trustee has the legal responsibility of maintaining and preserving all the records of the Condominium. This is not an easy or a light task and can lead to substantial confusion, expense, and legal problems if not performed meticulously and according to a fixed procedure that tracks the location of all the documents.

3.1.2 The Treasurer has the same responsibility relative to financial records.

3.1.3 The President of the Board of Trustees and the Chairperson of each Committee have the responsibility of collecting and recording for the Condominium and the Trustees, the minutes and the proceedings of their Committees. The Manager and the Secretary of the Trustees are responsible for the preservation of the records.

3.1.4 The Condominium Manager has the responsibility of

- a. Being caretaker of all records under the Secretary and Treasurer.
- b. Maintaining all current operating records of the Condominium.
- c. Seeing that all Trustee meeting records, resolution records, and Committee meeting minutes are maintained.

- d. Providing a Recording Secretary for all Trustee and Committee meetings, who shall record the minutes of the meeting, have them approved by the Chairman of the meeting, and then turn the minutes over to the Manager for circulation and posting to the Trustee or Committee records

3.2 PRESERVATION OF ALL DOCUMENTS, RECORDS, AND MINUTES OF MEETINGS

3.2.1 Record Possession

All records, minutes of meeting etc. should be kept in the management office. Trustees and Committee heads should have their own duplicate set of current records for their needs. No permanent records should ever leave the Management office.

3.2.2 Record Tracking

All records should be secured and a log kept on each set of records, listing the date and person using the particular files.

3.2.3 Record Responsibilities

At least yearly at the year end, May 31 or office change, the Treasurer and Secretary should inventory with the Manager and certify that all records are in tact, up to date, and accounted for.

3.2.4 Master Log

There should be a master log that the Secretary, Treasurer, and Manager sign every six months notarizing that all record books are accountable for and currently maintained. This certification should be brought up at the Trustees meetings in June and November for a compliance check. It is the responsibility of all the Trustees to ensure compliance.