



**Homeowners Association**  
Oakwoodha.org A Not For Profit Corporation

## Oakwood Homeowners Association Document Control Procedure

### OHA Procedure #1

1. **Purpose:** To delineate the process the Oakwood Homeowners Association (OHA) Board and Committee Chairs shall use to for controlling, filing, retaining or destroying OHA documents. This procedure also delineates the process the OHA Board shall use for distribution and processing of United States Mail addressed to the OHA.
2. **Responsibility:** The OHA Secretary is responsible for overall OHA document storage and control including monitoring OHA compliance with this procedure.
3. **OHA Document Control:**
  - a. **OHA Document Classification:** OHA documents shall be classified as follows:
    - i. **Active:** Documents that a member of the Board or OHA Committee Chairperson uses on an ongoing basis to carry out the duties of their position.
    - ii. **Inactive:** Documents not used on an ongoing basis but which must be retained by the OHA for a specified period.
    - iii. **OHA Master Document Index:** A filing index, updated quarterly that includes both Inactive and Active Documents. .
  - b. **Inactive Documents:**
    - i. The OHA Secretary shall maintain possession and control over all documents classified as inactive.
    - ii. The Secretary shall make inactive documents available to Board or committee chairpersons when requested. The Secretary shall require one-week notice to deliver requested documents. Copies, stamped as copies, will be provided unless the document is to be transferred into the Active Document Category.
    - iii. If an inactive document is classified as an Active document it shall be controlled per paragraphs 3.3 below.

- iv. During the first quarter of each year, the OHA Board shall review the filing index for inactive documents in order to determine which inactive documents may be destroyed or otherwise disposed of.
- v. The Secretary is responsible for disposal of inactive documents that are authorized for destruction per paragraph 3.b. v. above.

**c. Active Documents**

- i. The OHA Board member or Chairperson who actively uses an active document to perform OHA duties shall maintain possession and control over that document.
- ii. Each OHA Board Member or Chairperson shall maintain a filing index for all active documents in their possession. The current version of this index shall be provided to the OHA Secretary during the last month of each quarter.
- iii. During January of each year, each OHA Board Member or Chairperson shall provide a list of recommendations to the OHA board for documents that may be transferred to the inactive files or which should be destroyed.
- iv. During the first quarter of each year, the OHA Board shall review recommendations from each member and determine which active documents should be transferred to the inactive files or which are no longer needed and can be destroyed. The person responsible for active documents is responsible for the transfer of documents classified as inactive to the Secretary or for destroying documents classified as no longer needed.
- v. Equipment: Some committee's have equipment that is owned by the OHA and is used to maintain OHA property or perform OHA business. This equipment shall be treated as a document for purposes of inventory and control as described in this procedure.
- vi. Document Possession: The following OHA Board Members/Chairpersons shall maintain the following active documents.
  - 1. Secretary:

- a. Final CC&R, By –Law and Common Area rules documents.
  - b. Support CC&R , By-Laws and Common Area rules documents, including all documents related to filing documents with the DuPage Recorders Office.
  - c. All documents related to OHA property ownership.
  - d. Agendas and Minutes of all official OHA Board and Member meetings
2. Treasurer:
- a. Payment and invoice records for OHA vendors.
  - b. Payment and invoice records for OHA customers/ residents.
  - c. Banking records
  - d. Records related to current and cleared liens placed on OHA Residents homes.
  - e. Financial contracts for work that is in progress and for which the OHA is being billed.
  - f. Budget records
  - g. Advertising records
3. Lake Maintenance Committee Chairperson
- a. Technical data and books related to maintenance of Lake Charles, the Eastern shoreline and Westman Beach.
  - b. Platt surveys related to Lake Charles, Eastern shoreline and Westman beach.
  - c. Equipment required to maintain Lake Charles, Eastern Shoreline and Westman Beach.
4. Other OHA Board Members or Chairpersons.
- a. Documents directly related to the daily activities of their area of responsibility, including technical documents, working contracts and directions for social events.
5. Duplicate Document Retention.
- a. When more than one OHA Board member/Chairperson needs position of an active document, then one individual shall have control over the original and shall provide a copy to the shall be labeled as copies and are not required to be maintained per 3.c.ii-iv above.
  - b. Documents identified in 3.c.v.1&2 shall be original documents.

#### **4. Master Filing Index**

- a. This Master index shall be maintained by the OHA Secretary.
- b. The Master Index shall be updated quarterly and copies distributed to all OHA Board Members and Committee Chairpersons by the end of each quarter.
- c. The OHA Secretary shall include an “ Active Document Section” in this index which includes all Active Document, either by individual document or by category of document an the OHA Board Member or Chairperson that has position of the original document.
- d. The Secretary shall include all Inactive Documents, either by individual document or by category of document, in the inactive section of the OHA Master Index.
- e. Duplicate documents, as described in paragraph 3.c.v.5 above need not be included in the Master Document Index, only originals.
- f. Documents destroyed as part of the Master Index Review described above shall be removed from the Master Index and Active Document Indexs.

#### **5. US Mail Control:**

- a. **Mail Box:** The OHA shall maintain either a US Postal Mail Box or a Personnel Mail Box for receipt of US Mail.
- b. **Mail Pick up:** The Treasurer/Bookkeeper shall hold the keys for the OHA Mail box and shall be responsible for picking up OHA US Mail from that Mail Box.
- c. **Mail Processing and Distribution:** The Treasurer/Bookkeeper shall be responsible for the distribution and processing of OHA US Mail.
  - i. The Treasurer/Bookkeeper shall open and process all OHA mail addressed to the OHA but not addressed to a specific individual or position.
  - ii. The Treasure shall deliver to the specified individual; all OHA U.S. Mail addressed to a specific individual or position title.
  - iii. The individual receiving OHA mail addressed to them by name or title shall be responsible for the prompt processing of that mail.
  - iv. The individual receiving OHA mail addressed to them by name or title shall be responsible for the rerouting of that mail to other OHA board members responsible for processing or retaining that document per above.

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Dated:

Approved by OHA Board: 8/2/2004

- v. To avoid delays in processing of OHA payables and receivables, the below documents shall not be addressed to specific individuals or positions:
  - 1. Vendor Invoices – Address to Oakwood Homeowners Association, Accounts Payable.
  - 2. Customer payments – Address to Oakwood Homeowners Association, Accounts Receivables.