



## **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 and electronic mail addressed to the OHA.
  
- 2. Responsibility:**
  - a. The OHA Secretary is responsible for overall OHA document storage and control including monitoring OHA compliance with this procedure.
  - b. Individual OHA Director's and Committee Chairs are responsible for the correct implementation of this procedure with respect to all documents related to their areas of responsibility.
  
- 3. OHA Document Control:**
  - a. Storage Method**
    - i. Google.docs**
      1. OHA documents shall be stored electronically in an online system called Google docs.
      2. This system can be accessed via the following web address: "docs.google.com" using the OHA email addresses OHA@oakwoodha.org.
      3. The password will be provided by the Secretary based on 3.a.i.4&5 below.
      4. Direct access to the OHA documents on Google Docs is limited to Directors and Committee Chairs. As such, the password shall only be issued to these individuals.
      5. The password shall be changed by the President immediately after any change is directors or committee chairs.
  
    - ii. Hard Copy Storage**
      1. The following documents shall be maintained in a hard copy format and be retained by the indicated individual.

- a. Bills and payment receipts years. - Treasurer
  - b. Income Tax related documents – Treasurer
  - c. Articles of Incorporation – President
  - d. Title Policy for Common Areas - President
  - e. Original Plat Survey's and Surveyors correction – President
  - f. Proxies and ballots for current year – Secretary
  - g. OHA Directory – Communication Chairman – 6 years.
2. Upon change of officers or chairpersons, all hard copy documents shall be turned over to the new individual holding the position as part of the turnover.
- iii. Non Google doc electronic storage
- 1. The following documents shall be maintained in an electronic format other than Google Docs and be maintained by the indicated individual.
    - a. Financial statements and records – Treasurer – QuickBooks
    - b. Names and addresses of members – Quick Books – Treasurer
  - 2. Upon change of the treasurer, a copy of the QuickBooks file and program shall be turned over to the new individual holding the position as part of the turnover.
- iv. Google Storage Back up
- 1. The following records shall be maintained in Google Docs but a back up copy will be made available for viewing by homeowners on the OHA Web Site.
    - a. Minutes of OHA Board and Annual meeting of homeowner
    - b. Current version of the CC&R's
    - c. Current version of the By-Laws
    - d. Current version of the Common Area Rules
    - e. Current version of the OHA Board Procedures
    - f. OHA Oak Leaf Newsletter
  - 2. Records in 3.a.iv.a-f shall be uploaded and maintained on the OHA Website by the Chairman of the Technical Committee.

**b. Document Retention Requirements**

- i. The following documents shall be maintained for the period indicated. The position indicated is responsible for the placement of these documents into the storage method indicated by 3.a.i-iv.
  - 1. Board Meeting Minutes – seven years – Secretary.
  - 2. Insurance Policies – 3 years - Treasurer
  - 3. Financial Statements – 10 years -Treasurer

4. CC&R's, including amendments or changes,- President – indefinite
5. By-Laws including amendments or changes – President – indefinite
6. Common Area Rules including amendments or changes – Indefinite
7. OHA Board Procedures including amendments or changes – President - Indefinite
8. Names and addresses of members – Treasurer – current only
9. Payment Receipts- Treasurer – 10 Years
10. Income Tax Records – Treasurer- 10 Years
11. Contracts, leases and other agreements – Director or Committee Chair responsible for the contract or lease.
- 12.** Documents and emails related to specific issues addressed by the OHA Board – Director or Chairperson responsible – As stipulated by the OHA Board on an individual issue basis.
- 13.** Ballots and proxies for all matters voted on by the members of the association – one year.
- 14.** Plat Surveys of OHA Property including changes– President – Indefinite
- 15.** Minutes of OHA Board meetings and annual meetings of homeowners – Secretary – 7 years.
- 16.** Oak Leaf – Communications Chairman – indefinite.
- 17.** OHA Directory – Communications Chairman – 6 years
- 18.** Articles of Incorporation – President – indefinite
- 19.** Title Policy for OHA Property – president – indefinite.

**ii. Data Review and Destruction**

- 1.** The OHA Secretary shall coordinate a review of all documents retained in Google docs and have removed all outdated documents that do not meet the retention requirements above.
- 2.** Directors or Committee Chairpersons with responsibility for documents, as identified in 3.b. i.1-20 above shall be responsible for the actual review and removal of outdated documents based on a review initiated in 3.b.ii.1.

**c. Document Back Up Requirements**

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 Dated:  
 Approved by OHA Board:

- i. Once each calendar year, during the month of January, the Secretary shall export all documents that are in Google docs and save them on a flash drive or hard drive unrelated to Goodle docs.
- ii. Upon change of the Secretary position, this back up shall be turned over to the incoming secretary as part of the turnover of the position

#### **4. Mail Control:**

##### **a. US Mail**

- i. All mail directed to the OHA shall be sent to the official current OHA mailing address.
- ii. **Mail Box:** The OHA shall maintain either a US Postal Mail Box or a Personnel Mail Box for receipt of US Mail.
- iii. **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.
- iv. **Mail Processing and Distribution:** The Treasurer/Bookkeeper shall be responsible for the distribution and processing of OHA US Mail.
  1. The Treasurer/Bookkeeper shall open and process all OHA mail.
  2. All mail for specific individual on the Board or Committee's or for the OHA Board in general shall be scanned and forward via email on an immediate basis.
  3. Hard copies of mail emailed, shall be provided to individuals at the next OHA Board meeting or as requested by the individual.
- v. The individual receiving OHA mail addressed to them by name or title shall be responsible for the prompt processing of that mail.
- vi. 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.
- vii. 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.

**b. Email**

- i. All email directed to the OHA shall be sent to the OHA current email address
- ii. **Email Processing and Distribution:** The Communications Chairperson shall be responsible for the distribution and processing of OHA email.
  1. The Communication Chairperson shall download, open and process all OHA email.
  2. All email for specific individual on the Board or Committee's or for the OHA Board in general shall be forward via email on an immediate basis.
  - 3.
- 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 email 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.

**Approved by the OHA Board of Directors**

**October 7, 2010**