

Fairway View Condominium Business and Organization Record Retention
February 15, 2021

Records to be kept permanently:

- Articles of Incorporation and amendments
- CC&R's and amendments
- Bylaws and amendments
- Rules and Regulations
- Plat maps
- All board meeting minutes and resolutions which need to be approved and signed and dated
- Title to deed to assets, supporting documents of assets of assets purchases and capital improvements, including invoices and check copies
- All federal and state tax returns, including depreciation schedules
- IRS, state and local government agency correspondence
- All written contracts entered into by the board on behalf of the Association
- Legal documents and correspondence from attorneys
- Reserve Study
- Insurance Records
- All building and property related records
- All maintenance records of buildings, sidewalks, landscaping
- All warranties

Records to be kept for 7 years:

- All financial statements and supporting records, budgets, cancelled checks, invoices, deposit slips, bank statements, and computer data back-ups, loan documents, annual audit

Records to be kept for 4 years:

- Ballots and Proxies
- Homeowner correspondence

Records are to be kept in a file cabinet at the Fairway View Club House in a designated storage room.