

TVHA Record Retention Policy			
Responsible Area	Record	Proposed Retention period	Comments
President			
	Meeting Agendas	1 Year	President has
	Legal Settlement Agreements	Permanent	President has
	Client/Attorney Privileged Information file	Permanent	President has
	Original Insurance Policies	Until Superseded + 4 years	President has policies
	Membership Annual Meeting Minutes and Notices of Meetings	Permanent	President has Annual Meeting records, first one was 2003.
	Insurance Claims History	4 years	President has policies
	Contracts: Management & Vendor Services	Until Superseded + 4 years	President has ground maintenance contracts
Secretary			
(Legal Records)	Board Minutes and Notices of Meetings	Permanent	Secretary has 2003 to current, with several missing. Online minutes posted since January 2014.
	Original Enabling Documents:	Permanent	Secretary has 1995 Declaration of Annexation, it is also online.
	i. CC&Rs	Permanent	President & Secretary have copies, it is also online
	ii. Bylaws	Permanent	Secretary has copies, it is also online.
	iii. Articles of Incorporation	Permanent	Dated 1997, Secretary has copies and it is also online
	Amended Enabling Documents	Permanent	Secretary has 3 amendments to the CC&Rs, also on line.
	Developer Disclosure Statements	Permanent	Secretary has a file of communication with developer regarding detention ponds. Secretary also has a file on the Sewer Pump that was installed by Olympic Water & Sewer on Tract A.
	Membership Annual Meeting Ballots, Proxies and Check-in Sheets	4 years	Secretary will keep for 4 years then destroy.
	"Serious" Correspondence	4 years	Secretary will keep for 4 years then destroy.

	Listing of Rules	Until Superseded + 4 years	Secretary has Guidelines & Procedures as well as Policies & Procedures, also online.
	Interpretations of Rules under specific circumstances	Until Superseded + 4 years	Secretary has Guidelines & Procedures as well as Policies & Procedures, also online.
	Non-architectural Enforcement Matters (ex: Parking Violations. Discard when owner sells unit.)	Until Superseded + 4 years	Secretary has a file.
	"Light" Correspondence, especially if situation has now been resolved or action completed	1 Year	Secretary has a file.
	Mail Box Keys	Permanent	Secretary has the list of distribution and unassigned keys.
Treasurer			
(Financial Records)	Annual Corporate Tax Returns	Permanent	
	Letters granting tax exempt status	Permanent	
	Issuance of tax ID number	Permanent	
	Annual general ledgers	Permanent	
	Bank Statements and Canceled Checks	4 years	
	Paid Bills	4 years	
	Monthly General Ledgers	4 years	
	Accounts Receivable Listings	4 years	
	Deposit slips	4 years	
	Dues billing and collection documents	4 years	
	Monthly Financial Statements	1 Year	
	Reserve Fund Summary	Permanent	
Architecture Review			
	Documents requesting Architectural Changes	Permanent	
	Approvals and denials of Architectural Change Requests	Permanent	

	Notice of violations of Architectural Controls	Permanent	
Vegetation Management			
	Blueprints	Permanent	
(Maintenance Records)	Building Drawings and details of Additions or Modifications	Permanent	
	Major Component Listings, Specifications and Measurements	Permanent	
	Geology Hazard assessment	Until Superseded + 4 years	
	Vegetation Management in Critical Areas Permits	Permanent	
	Warranties and Guarantees	Until Superseded + 4 years	
	Funding Studies	Until Superseded + 4 years	
	Equipment Specifications	Until Superseded	
	Complete details of last replacement of all major components	Until Superseded	