



The Association of Unit Owners of Firelight Meadows Condominiums, Inc.

BOARD OF DIRECTORS RESOLUTION

RESOLUTION: ESTABLISHMENT OF A DOCUMENT RETENTION POLICY

Date of Board Adoption: June 17, 2015

Resolution No.: 2015-02

Effective Date June 17, 2015

Dates Revised: _____

RESOLUTION

WHEREAS, Paragraph 8(O) of the Bylaws of The Association of Unit Owners of Firelight Meadows Condominiums (the "Bylaws") requires that the Board of Directors (the "Board") maintain or cause to maintain the books and records of the Association; and

NOW, THEREFORE BE IT RESOLVED THAT: the Board desires to establish the time for when and how Association books, records, and other documents are retained in accord with the following policy:

Document Type	Years to Retain "P" indicates permanent retention
Governing Documents	
Most Recent Corporate Annual Report as filed with the MT SOS	CURRENT
Articles of Incorporation and Bylaws	P
IRS examinations, rulings, comments, correspondence	P
Tax-exemption application and approval letter	P
Rules and Regulations	P
Deeds	P
Easements	P
Administration and Operations	
General Correspondence	10
Member Lists	P
List of Current Directors or Officers incl. home or business address	CURRENT
Election Records (undisputed)	10
Annual Meeting Minutes	P
FLM Board Meeting Minutes Regular and Special (inclusive of Executive Session)	P



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Document Type	Years to Retain "P" indicates permanent retention
Committee's of the Board Meeting Minutes (only those committees that are delegated authority)	P
Newsletters	P
Resolutions and Policies	P
Committee Charters	P
Conflict of Interest Disclosure Statements	P
Assessment Collection Records	5
Expired Contracts and Leases	10
Contracts and Leases in Force	CURRENT
Financial and Accounting	
Accounts Payable Ledger	10
Accounts Receivable Ledger	10
Bank Signature Cards	10
Bank Deposit Slips	10
Bank Reconciliations	10
Bank Statements and Cancelled Checks	10
Brokerage Statements	10
Budgets	10
Check Register (Cash Disbursements Journal)	10
Interim Financial Statements	10
Annual Financial Statements	P
General Ledgers	P
Tax and Informational Returns (State and Federal)	P
Reserves	
Reserve Estimates and Calculations	P
Legal Records	
General Legal Advice and Opinions	P
Disputes or Litigation with Homeowners	P
Litigation with Third Parties	P
Enforcement of Assessment Liens	P
Insurance Documents	
Insurance Policies, Declaration pages	P
Claims Information and Reports	P
Accident and Fire Inspection Reports	P
Additional Insured Endorsements (both from FLM and naming FLM)	P
Loss/Accident reports and claims made to insurance (after settlement)	10



The Association of Unit Owners of Firelight Meadows Condominiums, Inc.

DATED this 17 day of June, 2015

BOARD OF DIRECTORS

The Association of Unit Owners of Firelight Meadows Condominiums, Inc.

Karen Roberts

Karen Roberts, President

June 17, 2015

Date

Catherine Gilb

Catherine Gilb, Secretary

June 17, 2015

Date

Curt Wilson

Curt Wilson, Treasurer

17 JUNE 2015

Date