

**RESOLUTION 2013-04**

**Wellington Manor Homeowners Association**

**RESOLUTION REGARDING RECORDS RETENTION**

**WHEREAS:** The Board of Trustees wishes to publish detailed Records Retention Requirements to ensure that proper documentation is maintained by the Association for use by the Property Manager and all Boards of Trustees, and

**WHEREAS:** The Board provided specific locations and areas for hard copy and electronic storage,

**NOW THEREFORE BE IT RESOLVED:**

That the Board's process shall be outlined below:

**RECORDS WILL BE LOCATED IN THE FOLLOWING LOCATIONS:**

1. 2 -four drawer lateral files with locks located in the Office/Library
2. Bottom shelf of the locked closet in the Office/Library
3. WMHOA Website (wellingtonmanorhoa.org)
4. Management Company electronic files with on line back up off site.
5. Wellington Manor/Quinn and Storey off-site storage

**RECORDS**

- **Board Meeting and Annual Meeting Minutes** **(PERMANENT)**
  - Bound by year in spiral binding and stored in lateral files location 1,
  - Electronically stored in locations 3 and 4
  - Annual Meeting Minutes to be included in the month and year in which they occur, and the following year when they are approved
- **Architectural Requests** **(PERMANENT)**
  - File by address in locations 1
- **Audit Reports** **(PERMANENT)**
  - All years in locations 1, 3 and 4 from 2010 forward
- **Federal Tax Returns** **(PERMANENT)**
  - All years in 1

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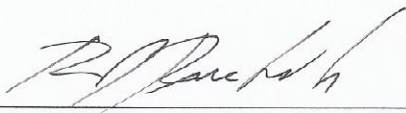
- **Reserve Study** **(PERMANENT)**
  - Periodic Reserve Studies 1 and 4
- **Ownership/Membership Records** **(PERMANENT)**
  - Published Homeowner Directory current in locations 1, 3, and 4
- **Annual Budgets** **(PERMANENT)**
  - In locations 1, 3 and 4 from 2010 forward
- **Contracts** **(PERMANENT)**
  - Bids; Bid Tabulations; and Contracts for: Landscape and Snow, Pools, Association Management Co., Janitorial Major Construction and Repairs in locations 1 and 4
- **Association Correspondence** **(PERMANENT)**
  - Correspondence and issues in locations 1 and 4 as appropriate and determined by the Board
- **Insurance Policies and Documents** **(3 YEARS)**
  - Policies and summaries prepared by Broker in location 1
- **Insurance Claims** **(PERMANENT)**
  - Store in location 1
- **Financial Records "Audit Box"** **(7 YEARS)**
  - When the audited records consisting of: *Bank Records, Accounts Payable/Receivable ledgers and schedules; Bank Statements, financial and Banking information etc.* are released by the Auditor to the Association they be stored in location 5.
    - Include DESTROY DATE ON BOX
- **Governing Documents** **(PERMANENT)**
  - Bind hard copy into 3 ring binder, store in location 1
  - Electronically store in locations 3 and 4
- **Resolutions and Amendments** **(PERMANENT)**
  - Bind hard copy into 3 ring binder, store in location 1 (top of files)
  - Electronically store in (3 and 4)
- **Rules and Regulations** **(PERMANENT)**
  - Bind hard copy into 3 ring binder, store in location 1
  - Electronically store in location 3
  - Previous Versions back to 2004 store in file folder in location 1
- **Homeowner Requested Documentation, July 2011, Brickman Financial** **(7 YEARS)**
  - Seven Bound volumes store in file box in location 2

- Cash Asset List (PERMANENT)  
Maintain electronically in locations 3 and 4
  
- Transition (PERMANENT)
  - Hard Copy of final drawings rolled up and stored in Office/Library closet:
    - WMHOA Site Drawings, approved HT Planning Board Set
    - WMHOA Clubhouse Drawings
    - Also an Electronic Disc in location 1
  - Documentation included in location 1
    - Clubhouse Stone Restoration Documents
    - HVAC Ductwork additions and modifications
    - Tennis Courts evaluations and warranties
    - Hopewell Township Maintenance Bond Process
      - Van Cleef Concrete Punch list (completed)
      - Tree and Landscape Replacement including detailed a warranties completed by Beazer July 2010
    - DEP Conservation/Restriction Easement
    - Signed Transition Release and Check from Beazer fall 2011
  
- Newsletters
  - Prior years in Office Library Closet
    - Bind hard copy into 3 ring binder, store in Office/Library Closet
  - Current Years
    - Bind hard copy into 3 ring binder, leave on top of file cabinets for homeowner review
    - Electronically store in location 3

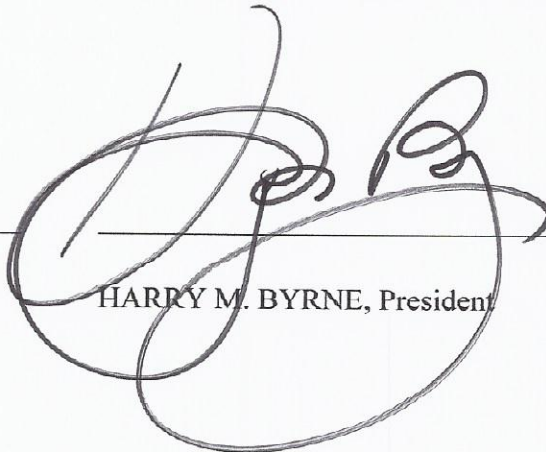
IN WITNESS WHEREOF, The Wellington Manor Homeowners' Association, Inc. has caused these presents to be signed and attested by its proper offices this 18<sup>th</sup> day of March, 2013

ATTEST:

Wellington Manor Homeowners' Association, Inc.  
A New Jersey, non-profit corporation



DANIEL VANDERGAST, Secretary



HARRY M. BYRNE, President

STATE OF NEW JERSEY :

: SS

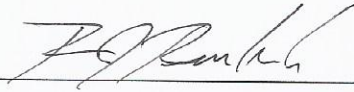
COUNTY OF MERCER :

BE IT REMEMBERED, that on the 20<sup>th</sup> day of March, 2013, before me, the subscriber, a notary public of the State of New Jersey, personally appeared DANIEL VANDERGAST, who being by duly sworn on his oath, disposes and makes proof to my satisfaction that he is the Secretary of the Association named in the written Instrument and HARRY . BYRNE, is the President of said Association; the execution, as well as the make of this instrument, has been duly authorized by a proper resolution of said Association; that the deponent well knows the corporate seal of said Association; and that the seal affixed to said Instrument signed and delivered by said President and Secretary and for the voluntary act and deed of said Association, in presence of deponent, who thereupon subscribed his name to as attesting witness.

Sworn and subscribed to before me on the date above



CHRISTOPHER J. LOWE KSP  
ASST GENERAL COUNSEL



DANIEL VANDERGAST

RECORD AND RETURN TO:

Michael Fedun, Esquire  
SINGER & FEDUN, L.L.C.  
Attorneys at Law  
P.O. Box 134  
Belle Mead, New Jersey 08502