

Orchard Down Homeowners Association

Records Retention Resolution

Authority:	ORS 65.771	Corporate records
	ORS 94.670	Association duty to keep documents and records
	ORS 94.616	Turn over Documents
	IRS Publication 15	Employment Recordkeeping
	IRS Publication 583	Recordkeeping
	IRS Form 1120-H instructions	
	IRS Form 1065/1099-MISC instructions	
	ORS State Tax Form 20 instructions	

Orchard Down Homeowners Association shall keep as permanent records the following:

As-built architectural, structural, engineering, mechanical, electrical, and plumbing plans.
Original specifications of building plans indicating thereon all material changes.
Plans for underground site service, site grading, drainage and landscaping together with cable television drawings
Any other plan or piece of information relevant to future repair or maintenance of the property.
A list of the general contractor and the electrical, heating and plumbing subcontractors responsible for construction or installation of common property.
Articles of Incorporation and amendments to the Articles of Inc.
Declaration of Covenants, Conditions, and Restrictions and amendments thereto
Bylaws and amendments to the Bylaws
All Rules and Regulations adopted by the Association
Minutes of meetings of members.
Minutes of meetings of board of directors.
Corporate action taken by members or directors without a meeting.
Records of all actions taken by committees of the board of directors in place of the board on behalf of the association.
Resolutions adopted by the board relating to characteristics, qualifications, rights, limitations and obligations of members.
Plats, Annexation Declarations, Conditions of Approval with the City
Warranties for equipment in or on common areas (until equipment disposal)
Property Deeds for all Common Property
Tax Returns (Form 1120\1120-H)
Accountant's financial reports, reviews, or audits

Orchard Down Homeowners Association will keep the following for 10 years.(following completion, termination, or other ending time)After the ten year time period, these records will be destroyed automatically.

Approved Contracts
Insurance Policies
Insurance Claims
Legal files-pleadings
judgments
Reserve Studies

Orchard Down Homeowners Association shall keep the following records for four years. After the four year time period, these records will be destroyed:

Employment tax records (Forms 940, W-2, etc.) for any employees.

Orchard Down Homeowners Association shall keep the following records for three years. After the three year time period, these records will be destroyed:

All written communications with board members.

All written communications made to owner.

Financial Records (Homeowner ledgers, deposit transactions, check transactions, bank statements, records of Certificates of deposit, budgets, tax returns, audits, etc.)- sufficient for proper accounting (unless a longer period is required due to payment delinquency or legal actions).

Annual financial statements

Supporting Documentation for 1120/1120-H tax forms.

Tax Reporting Returns (Forms 1096, 1099) (keep 4 years if backup withholding was imposed)

Orchard Down Homeowners Association shall keep the following records for one year. After the one year time period, these records will be destroyed.

Proxies and Ballots-one year from date of determination.

Proposals for work at the Association resulting in non-awarded contracts

Orchard Down Homeowners Association will only keep the most recent report or lists on file:

List of names, phone numbers, e-mail addresses, and home addresses of the current directors and officers.

Most recent annual report delivered to the Secretary of State.

List of names, property addresses, and mailing addresses of all members (property owners). To the extent possible, other contact information will also be maintained (telephone numbers, e-mail addresses, emergency contacts, as appropriate).

Adopted 3-17-21 M Freitag, A DeAngelis, A. Guy, J. Nicoletto