

Tuscany Estates, A Planned Residential Community

RECORDS' RETENTION/ACCESS POLICY

February 9, 2017

WHEREAS, Title 68, Pennsylvania Consolidated Statutes, Section 101 (the "Act") grants the Board the power to "Exercise any other powers necessary and proper for the governance and operation of the association"; and,

WHEREAS, it is the intent of the Board to adopt a policy setting forth the guidelines for record retention, accurate and routine file maintenance and Owner and staff accessibility.

NOW THEREFORE, BE IT RESOLVED THAT: The Association shall maintain each of the following items, when applicable, which constitute the official records of the Association:

File Name	Retained on Paper	Electronically Scanned
Accounts Payable & Receivable	Destroy when scanned	7 years
Annual Reports	1 year	Permanently
Articles of Incorporation	Permanently	
As-Built Specification Plans	Permanently	
Assessment Information	1 year	7 years
Assessment Status	1 year	7 years
Audit Reports	Permanently	
Bank Deposit Slips	1 year	
Bank Reconciliation	1 year	
Bank Statements	1 year	7 years
Budget	1 year	Permanent
Cancelled Checks, For Homeowner Assessment Payments	21 days	
Cancelled Checks, Issued By CMP	Not Retained, Accessible On Line	
Cash Disbursements Journal	1 year	7 years
Cash Receipts Journal	1 year	7 years
Certificates of Insurance (Property)	1 year	3 years

File Name	Retained on Paper	Electronically Scanned
Certificates of Insurance (Vendor)	Attach to warranty or contract if no warranty	
Closed Legal Files	1 year	7 years
Committee Reports	1 year	7 years
Contract Bids	1 year	3 years
Contracts (including permits and contractor licenses)	1 year	7 years
Correspondence: General Matters	1 year	3 years
Correspondence: Legal and Contract	1 year	7 years
Declaration	Permanently	
Deeds	Permanently	
Duplicate Deposit Tickets	1 year	
Electronic Payment Records	As long as the person lives in the unit	1 year after the unit is transferred/sold
Employee Applications	1 year	1 year
Employee Benefit Plans	1 year	7 years after plan termination
Employee Files (After Termination)	0 years	7 years
Expense Records	1 year	7 years
Federal Income Tax Returns	1 year	7 years
General Journals	1 year	7 years
General Ledgers	1 year	7 years
Insurance Claims, Open	Until Settled	
Insurance Claims, Settled	1 year	7 years
Insurance Policies	1 year	7 years
Inventory Records	1 year	3 years
Investment Statements	1 year	7 years
Leases, Expired	1 year	7 years
Leases, Unexpired	Until Expired	
Legal Files, Open	Until Closed	
Mailing Lists	1 year	

File Name	Retained on Paper	Electronically Scanned
Management Notices	1 year	3 years
MANAGEMENT REPORTS		
• CC&R reports	1 year	
• Service Requests	1 year	
• Work Orders	1 year	
Minutes, Board and Member	1 year	Permanently
Monthly Financial Statements	1 year	7 years
Mortgages	Until paid	7 years after satisfaction
Newsletters	1 year	3 years
Payroll Checks/Time Reports	1 year	7 years
Plat of Survey	Permanently	
Proposals	1 year	3 years
Purchase Orders	1 year	1 year
Real Estate Taxes	1 year	7 years
Right of First Refusal Letters	1 year	Permanently
Rules and Regulations	Permanently	
Supply Invoices	1 year	7 years
Tax Identification Numbers, State and Federal	Permanently	
Tax Returns, State Income	1 year	7 years
Taxes, State and Federal Unemployment	1 year	7 years
Taxes, State and Federal Withholding	1 year	7 years
Unit Owner File, Side "A" Owner Information	As long as the owner owns the unit	
Unit Owner File, Side "B" Unit Information	Permanent	
W-2 Forms		7 years
Warranties, Expired		3 years
Warranties, Unexpired	Until Expired	

Inspection and copying of records by Members or their authorized agents:

1. All active/current Association files and records will be maintained and may be reviewed by appointment at the Association's management office located at 102 Broadway Street, Suite 500, Carnegie, PA 15106-2486. Records will be available for review by appointment only. Every effort will be made to schedule the appointment within ten business days of the request.
2. A Member/Unit Owner may request to view the records for no more than one eight hour business day per month.
3. All records will be destroyed after the expiration of the retention period in this policy.

The following records shall not be accessible to Members/Unit Owners:

1. Any record collected in anticipation of litigation, the subject of litigation or protected by the lawyer-client privilege and any record protected by the work-product privilege, including, but not limited to, any record prepared by an Association attorney or prepared at the attorney's express direction which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the Association and was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings or which was prepared in anticipation of imminent civil or criminal litigation or imminent adversarial administrative proceedings until the conclusion of the litigation or adversarial administrative proceedings.
2. Information obtained by an Association in connection with the approval of the lease, sale, or other transfer of a parcel.
3. Disciplinary, health, insurance, and personnel records of the Association's employees.
4. Medical records of other Members, Unit Owners or community residents or their families or tenants.
5. All records of other Members/Unit Owners, i.e. phone numbers, payment records, any communications made in confidence or for which they have a reasonable expectation of confidentiality.
6. Contracts during a bid process.
7. Correspondence between Management and the Council and other professionals on the above topics.

Employees have access to all records as needed for their job, with the exception of legal correspondence and employee records, which may be accessed by supervisory personnel on an as needed basis only.

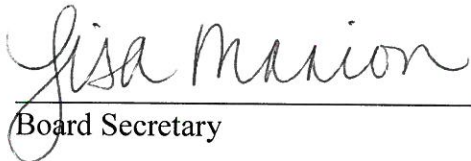
All employees, agents, or any person working at the direction of the Board or the Management Company in compliance with this Records' Retention/Access Policy shall be held harmless and indemnified by the Association from and against all costs, charges, damages and attorney's fees, which in good faith such party may incur or suffer arising out of such acts.

Executed this ____ day of _____, 2017.



Board President

5-3-17
Date



Board Secretary

5-3-17
Date