

Document Retention Policy  
Panorama Estates Property Owners Association

The Panorama Estates Property Owners Association, herein after referred to as POA, Document Retention Policy governs the document retention periods for POA documents. Records are maintained by the Board of Directions, herein after referred to as Board.

- 1 Permanent Records.** As the name implies, permanent records must be kept by an HOA indefinitely. Permanent records contain vital information pertaining to the POA's governance and therefore need to be available at any time for members and managers to reference. The following types of documentation fall under the category of a permanent record:
  - Board meeting minutes
  - Executive session minutes
  - Special committee minutes
  - Original and amended articles of incorporation
  - Original and amended bylaws
  - Original and amended covenants
  - Legal settlement agreements
  - Legal deeds and titles
  - Rules and Regulations
  - Plats of Survey
  - Tax ID number documentation
  - Tax exempt status documentation
  
- 2 Seven (7) Year Retention Period.** The following types of documentation must be kept for a minimum of seven years:
  - Insurance Policies
  
- 3 Four (4) Year Retention Period.** The following types of documentation must be kept for a minimum of four years:
  - Tax Records
  - Financial Records
  - Vendor agreements, or until the next agreement is approved by Board.
  
- 4 Variable Retention Period.** The following types of documentation variable retention periods:
  - Warranty or Repair Records. Retained until warranty period has expired.
  - Member Correspondences. Retained until member moves and is no longer a member of the association.
  - Vendor agreements, or until the next agreement is approved by Board.

I certify that the foregoing Policy was duly adopted at the December 11<sup>th</sup>, 2022 Board of Directors meeting by a majority vote of the Directors and that said Policy fully complies with the applicable provisions and requirements of the By Laws of Panorama Estates Property Owners Association, Inc., dated September 30<sup>th</sup>, 1996, recorded in Deed Book 471, pages 440-408, of said Clerk's Office, as amended, and the governing rules of procedure of said Panorama Estates Homeowners.

  
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Angela Bush as Secretary of said Association 12-11-2022  
Date