

Association Records & Document Organization Checklist

Make the association's history belong to the association - not to one volunteer's inbox.

A good document system should let a future board answer: What was decided? Why? What did it cost? Who did the work? What is still open? Where is the proof?

01 GOVERNING DOCUMENTS

- ☐ Declaration/CC&Rs and amendments
- ☐ Bylaws and amendments
- ☐ Rules and regulations
- ☐ Policies/resolutions
- ☐ Plat/survey and recorded documents

02 BOARD & MEETINGS

- ☐ Board roster and terms
- ☐ Meeting notices/agendas
- ☐ Approved minutes
- ☐ Board action log
- ☐ Election/annual meeting materials

03 FINANCIAL

- ☐ Budgets
- ☐ Monthly financials
- ☐ Bank statements/reconciliations
- ☐ Invoices and approvals
- ☐ Owner ledgers/AR aging
- ☐ Special assessments
- ☐ Tax/audit/review records

04 INSURANCE & LEGAL

- ☐ Policies and endorsements
- ☐ Claims and loss runs
- ☐ Broker correspondence
- ☐ Attorney correspondence by matter
- ☐ Contracts and legal notices

05 VENDORS & CONTRACTS

- ☐ Vendor list
- ☐ Signed contracts
- ☐ COIs
- ☐ W-9s as appropriate
- ☐ Performance notes
- ☐ Renewal/termination dates

06 MAINTENANCE & PROJECTS

- ☐ Maintenance calendar
- ☐ Work orders/tickets
- ☐ Inspection reports
- ☐ Photos/video indexes
- ☐ Bids and comparisons
- ☐ Project contracts/change orders
- ☐ Warranties/permits/closeout

07 OWNERS / UNITS

- ☐ Owner contact records
- ☐ Lease/occupancy records
- ☐ Parking/storage records
- ☐ Move forms
- ☐ Architectural requests
- ☐ Violation/collection records with appropriate privacy controls

08 SYSTEMS & ACCESS

- ☐ Association-owned emails
- ☐ Website/domain information
- ☐ Portal/software administrator list
- ☐ Bank/payment system access procedures
- ☐ Emergency access/key inventory

RECORDKEEPING RULES

- ☐ Use association-owned systems rather than personal accounts whenever possible.
- ☐ Limit access to sensitive owner, banking, legal, and security information.
- ☐ Use consistent file names with dates and subjects.
- ☐ Keep final/approved versions distinct from drafts.
- ☐ Link decisions to supporting bids, invoices, reports, and contracts.

- ☐ Follow legal retention requirements and advice from association counsel/accounting professionals for formal retention schedules.
- ☐ Review access whenever board members, managers, accountants, attorneys, or vendors change.

Have one issue your board wants to sort out? Bring it to PRG in a free 30-minute Board Problem-Solving Session.

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