

Green Valley Foothills Townhouses IV

Documents Committee Annual Report, FY2022

Lynn Froya continued to manage our hard copy records at our off-site storage unit but she is stepping down now, so Board member and Committee Chairs have been asked to deliver their hard records to the incoming chair, Kay Schardein.

In the past months, informal discussions by some Board and Committee members have included development of a tutorial to assist the Board and Committees in filing records electronically. The tutorial will cover “what is an HOA record, who files it, and how, where and when.”

Some records that can’t be easily maintained electronically or need to be readily available in hard copy such as the “lot files” will still be maintained in off-site storage, but many of our new records are created electronically so those will be easy to file in Money Minder, our new software. Our webmaster, Jim Carter, will also continue to post key records as “pdf” files on our website, too.

Respectfully submitted,

Kay Schardein, Documents Committee Chair-in-waiting