

# ASSOCIATION OF EDGEWATER LANDING OWNERS, INC.

## Administrative Committee

### Policies & Procedures

**Policy:** This Committee shall assist the Corresponding Secretary and the Recording Secretary in their duties as custodians of all Association records, files and minutes. The Association shall maintain all Association records in a manner that is in the best interest of the Association and its members. The Management Company may be assigned the responsibility for maintenance and storage of Association records as agreed by contract. Records will be kept secure and retained for the term required by law and the Association documents. The Chairperson will coordinate with the Recording Secretary, Corresponding Secretary and/or the Management Company as required in these administrative tasks.

**Committee Structure:** The President of the Board of Directors shall select the Chairperson of this committee on an annual basis. The Chairperson may appoint other Committee members as necessary to accomplish the assigned tasks. The Chairperson should be computer literate and possess skills in word processing, spreadsheet and database files.

**Definitions:** Association records are defined as: minutes, correspondence, contracts, leases, financial records, Committee records and any other documents generated in the operation of the Association.

#### **Procedure:**

The Committee shall:

1. Maintain all Association records.
2. Maintain current Voter Certificate files.
3. Maintain records proving percentage of membership 55 years of age or older.
4. Request documentation and information to maintain member files.
5. Review audio recordings and transcribe minutes of Association meetings.
6. Maintain the monthly calendar of events.

**Access:** Association records shall only be accessed by a member of the Board of Directors or authorized representative of the Management Company, although members may view and obtain copies of records on request. Records shall not be removed from the Association office. Original records will be returned to the files once a requested copy has been made.