

BOARD POLICIES

West Meadows Estates
Homeowners Association Inc.

Record & Data Security

Policy 105

Effective: September 11, 2018

By: 
Mike Eastlund, Board President**1. PURPOSE**

Provide direction to make Association records available for examination and, upon written request, available for duplication by an owner who makes the request in good faith for a proper purpose.

Provide security standards to help protect Association records and the confidentiality of property owner's information.

2. PERSONS AFFECTED

Property owners, Board members, officers, sub-contractors and employees.

3. REFERENCES

Administration Policy 101

4. DEFINITIONS

4.1. Hard-Copy Records: All records for a property including financial statements and letters to and from the property owner.

4.2. Property File: A file with all the hard-copy records for a specific property in the subdivision.

4.3. Personal Private Records: E-mail addresses, phone numbers or un-redacted letters or violation and fine letters with a person's name.

4.4. Electronic Records: Financial records on a computer that is essential to the financial security of the Association.

4.5. Furnish Records: Shall mean the association will make the records available for inspection, during business hours of 9:00 a.m. to 5:00 p.m., Monday – Friday.

5. POLICY

5.1. All hard-copy records for each property will be maintained in a locked secure file cabinet owned by the WMEHOA.

5.2. The Association shall keep financial records sufficiently detailed for proper accounting purposes.

5.3. Access to Association records will be governed by ORS 94.670 (8), ORS

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65.774 and ORS 65.774 (2) after concurrence with the Board's legal counsel.

5.4. Owners requesting records shall submit, to the Association's president, a detailed list of records they wish to have duplicated.

5.5. The personal information of a member may only be provided to the member, their representative or a court.

5.6. Costs for duplication can be charged to the requester.

5.7. The charge or reimbursement for printing shall not exceed the following:

5.7.1. Black & White impressions: .10 cents each

5.7.2. Color impressions: .20 cents each.

5.8. A labor charge of \$40.00 per hour may be charged In addition to impression charges.

5.9. Copies shall be available for pickup within five (5) business days after approval of the Board President and payment for printing.

5.10. Construction records shall be maintained for the life of a structure.

5.11. Proxies and ballots must be retained for one year from the date of the vote.

5.12. Hard copies of records shall be maintained for the period governed by ORS 94.670 and ORS 65.771.

5.13. All hard copy records shall be shredded when disposed.

5.14. WMEHOA records on private computers shall be removed from the hard drive when the owner of the computer is no longer authorized to maintain records or when the computer is recycled.

6. RESPONSIBILITIES

6.1. It shall be the responsibility of the Board president to authorize duplications of requested records by an owner.

6.2. It is the responsibility of the person in possession of property folders to maintain the records in a locked file cabinet or area.

6.3. It is the responsibility of the person in possession of property folders to purge and

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shred records at the appropriate interval.

6.4. It is the responsibility of persons responsible for electronic records to provide security and back-up.

6.5. It is the responsibility of the owner of any computer holding WMEHOA data to properly remove records as necessary.

7. PROCEDURES

7.1. All hard copy notes, photographs and records for a property are to be provided to the person responsible for the records file cabinet for appropriate filing.