

CONTROL:

***BOOKS AND RECORDS, DOCUMENT RETENTION, AND HOW JANET JACKSON ALBUMS
ARE SURPRISINGLY RELEVANT TO COMMUNITY ASSOCIATIONS***

PRESENTED BY SHEYNA BURT

THE LAW OFFICE OF SHEYNA NICOLE BURT, PLC

9415 WEST STREET, MANASSAS, VIRGINIA 20110

571-229-9899, WWW.BURLAW.CO, SNBURT@BURLAW.CO

CONTROL



INTRODUCTION: *THE PLEASURE PRINCIPLE*



THE PITCH: *LET'S WAIT AWHILE*



THE RULES: *NASTY*



THE RULES

PROPERTY OWNERS ASSOCIATION ACT

§ 55-510. Access to association records; association meetings; notice.

CONDOMINIUM ACT

§ 55-79.74:1. Books, minutes and records; inspection.

THE PLAN: *CONTROL*



DOCUMENT RETENTION

Tips

- Think of document management not just as an organizational tool, but as part of your risk management.
- Document retention is about more than documents – it's about regulating who touches those documents and what mechanisms and systems you use to store and track them.
- Ultimately, you are going to boil all of this down to a physical policy.

Categories

- Human Resources
 - Governance and Administration
 - Finance, Budgeting, and Accounting (including source documents like invoices, receipts, and ledgers)
 - Meeting Minutes
 - Correspondence and Communication
 - Contracts and Agreements
 - Litigation
- 

THE CONCLUSION:
FUNNY HOW TIME FLIES (WHEN YOU'RE HAVING FUN)

