

**GATES HUDSON COMMUNITY MANAGEMENT  
VANTACA ASSOCIATION DOCUMENTS FOLDER ORGANIZATION  
POLICY**

**SUBJECT:** Vantaca Association Documents Folder Organization Policy

**EFFECTIVE:** October 1, 2020

**SECTION NAME:** Operations-Corporate

**SECTION NO.:** 2/C

**POLICY:** Certain documents for every association must be uploaded to Vantaca. This information will be available to all owners on the Vantaca portal allowing them to self-service certain questions. Board members will have access to more information than owners. Tenants do not have access to the portal. Their landlord should share information with them.

In order to ensure consistency and minimize confusion all folders should be organized using the same method as described in the attached chart.

These documents should also be saved on the I:Drive in the appropriate folder.

**PROCEDURE:**

1. When an association is transitioned in the Accounting Manager will create the association in Vantaca. Upon creation the standard folder structure will be available.
2. The association's Portfolio Manager and Administrative Assistant or Community Manager, where applicable, will be responsible for populating the folder according to the included organizational chart.
  - in Vantaca, navigate to Association > Documents
  - select the relevant association
  - right click on a sub-folder, select New Document
  - follow the prompts to upload documents.
3. Documents should be saved to Vantaca in a timely manner. For instance, when meeting minutes are approved by the Board they should be saved within three business days.
4. Documents must be clearly named with the appropriate identifying information. Follow the descriptions on the attached chart.
5. Old/irrelevant documents should be deleted from Vantaca. Ensure those are saved on the I:Drive, in a subfolder labeled "ZZ-Inactive".

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<b>Folder</b>	<b>Use</b>	<b>File Naming Convention</b>	<b>To Do</b>
Architectural	Any information specific to the association. Ex. color schemes, ARC guidelines, product specifications, etc.	<i>Association Name-Name of Document</i> <i>Ex. River HOA-Paint Colors</i>	Upload all relevant architectural information.
Audit	Save the Final Audit each year.	<i>Year-Association Name-Final Audit</i> <i>Ex. 2019-River HOA-Final Audit</i>	Upload the 2019 audit.
Bank Statements <i>Visible to Board Members Only</i>	Investments Coordinator will save external statements from banks, with the exception of Union Bank. Create sub folders for each year.	<i>Month.Year-Association Name-Bank Name Statement</i> <i>Ex. 09.2020-River HOA-Morgan Stanley Statement</i>	Invest. Coord. will upload 2020 bank statements starting with September.
Budgets	Save only approved budgets here.	<i>Year- Association Name-Approved Budget</i> <i>Ex. 2020-River HOA-Approved Budget</i>	Upload the approved 2020 budget (or 2020-2021 for non-calendar fiscal years).
Contracts <i>Visible to Board Members Only</i>	Includes the Contract Analysis, and signed copies of all current active service contracts here. When the contract expires/ends delete it from the portal.	<i>Association Name-Service Type-Vendor Name-Contract Date Range</i> <i>Ex. River HOA-Elevator Contract-Otis Elevator-3.1.2020-2.28.2021</i>	Upload the current Contract Analysis and all signed active service contracts.
Financial Statements	Includes financial statements for all owners. Documents should include only the Balance Sheet, Income Statement & Cash Disbursement Report. Create sub folders organized by year.	<i>Association Name-Month.Year-Financial Statement</i> <i>Ex. River HOA-08.2020-Financial Statement</i>	Upload partial January-August 2020 financial statements.
Financial Statements-Board <i>Visible to Board Members Only</i>	The new monthly financial statements will be automatically posted here. Create sub folders organized by year.	<i>Association Name-Month.Year-Financial Statement</i> <i>Ex. River HOA-08.2020-Financial Statement</i>	Upload January-August 2020 financial statements.

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<b>Folder</b>	<b>Use</b>	<b>File Naming Convention</b>	<b>To Do</b>
Forms <b>DO NOT MOVE OR RENAME</b>	Save any form specific to the association. Every form should be saved as a fillable PDF. <b>The ARC sub folder cannot be renamed or removed.</b>	<i>Association Name-Name of Form</i> <i>Ex. River HOA-Clubhouse Reservation Request</i>	Upload all relevant forms.
Governing Documents	Save only the most current/applicable version of the Declaration, Bylaws, Rules and Regulations, Resolutions, Plats, Maps, & Articles of Incorporation.	<i>Association Name-Name of the Document</i>  <i>Ex. River HOA-Bylaws</i>	Upload all current Governing Documents.
Insurance Policy <i>Visible to Board Members Only</i>	Save the COI and the policy document. Create sub folders arranged in two year increments with the 2 <sup>nd</sup> year being the expiration year. Ex) “2020-2021” means that it was renewed in 2020 and expires in 2021.	<i>Association Name-COI-Exp. DATE</i> <i>Ex. River HOA-COI-Exp 10.25.2021</i> <i>Association Name-Master Insurance Policy-ExpDATE</i>	Upload the current insurance policy and current COI.
Internal – GHCM <i>Visible to Employees Only</i>	The manager(s) can save documents for themselves here, or use for onsite and corporate employees to share documents.		Use as needed.
Invoice Images <i>Visible to Board Members Only</i>	Portfolio Accountants will save invoices in this folder on a monthly basis as financial statements are finalized.	<i>Month.Year-Association Name-Invoices</i> <i>Ex. 10.2020-River HOA-Invoices</i>	N/A. Will begin populating this folder with October 2020 invoices.
Management Reports <i>Visible to Board Members Only</i>	Save the Financial and Operation Reports (Board Packages) to include the following: Action Item list, Agenda, Contract Analysis, Cover Sheet, Management Report, and Operations Calendar. Create sub folders for each year.	<i>MonthYear-Association Name-Board Packet</i>  <i>Ex. 10.2020-River HOA-Board Packet</i>	Upload the January-August 2020 board packets.
Meetings	Includes meeting Agendas, and any other meeting documents for owners. Use sub folders for Board meetings and Annual meetings.	<i>Month.Year-Association Name-MeetingType-Document Name</i> <i>Ex.10.2020-River HOA-Board Meeting-Agenda</i>	Start populating this folder with October (or later) 2020 meeting info.

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Meeting Minutes	Includes sub folders for Board Meetings and Annual Meetings. Create subfolders for new years.	<i>Month.Year- Association Name-MeetingType Minutes-Approved</i> <i>Ex. 10.2020-River HOA-Board Meeting Minutes-Approved</i>	Upload all 2019 and 2020 approved meeting minutes.
Move	Any rules/forms/information regarding move requests.	<i>Association Name-Name of the Document</i> <i>Ex. River HOA-Loading Dock Procedures</i>	Upload all relevant documents.
Parking	Parking map, assignments.	<i>Association Name-Name of the Document</i> <i>Ex. River HOA-Parking Map</i>	Upload all relevant documents.
Proposals/RFPs <i>Visible to Board Members Only</i>	Vendor proposals can be saved in this folder for the Board's review. Organize by the job type. Once a contract proposal is approved, save the signed copy to the Contracts folder.	<i>Association Name-JobType-Vendor Name-Proposal</i>  <i>Ex. River HOA-Pool Contract-Best Pool Service-Proposal</i>	Upload RFPs or Proposals as applicable.
Reserve Study <i>Visible to Board Members Only</i>	The association's approved Reserve Studies. Draft Reserve Studies may be saved here temporarily for board review.	<i>Year-Association Name-Reserve Study</i> <i>Ex. 2018-River HOA-Reserve Study</i>	Upload the most recent Reserve Study.
Welcome Packet	This is where your welcome letter, booklets and information for new owners should be maintained. Merge files into one PDF to be sent to new owners.	<i>Association Name-Document Name</i> <i>Ex. River HOA-Welcome Packet</i>	Upload all current documents to be distributed at move in.