

Summerfield Place HOA
Inventory of Files
Jan, 2006

Drawer 1

- ~ 3-ring Binder: HOA activity by lot number
- 3-ring Binder: Meeting Minutes 2005
- 3-ring Binder: Meeting Minutes 2004

2003 Insurance
Closings
Financial Statements
Paid Bills
Bank Statements

2004 Insurance
Closings
Paid Bills
Bank Statements
Petty Cash Receipts
Assessments Paid
Assessments Past Due Notices

2005 Insurance
Closings
Paid Bills
Bank Statements
Petty Cash Receipts
Assessments Paid
Assessments Past Due Notices
Audit

Drawer 2

1998 Cash Receipts
1999 " "
1998 Title Co. Faxes
1998 Computer Checks
1998 Check Register
1999 " "
1999 Computer Checks
1998 Closings
1999 "
2000 "
2001 "
2002 "
1998 Collections
1999 "
2000 "
2000 Insurance
2002 " (no '01)
1992 Financial Statements
1993 " "
1994 " " (file for each year to 2002)

Drawer 2 cont'd

1998 Paid Bills
1999 " " (file for each year to 2002)
1998 Bank Statements
1999 " " (file for each year to 2002)
Income Tax Returns, 1991 – 2003
*(no 2002, no 2004)
2003 Audit Report

Drawer 3

1994, '96, '99 Paid Assessments,
1996, '97 New Homeowners
Elections
Welcome Letters
Building Codes
Subdivision Filing 1985
AZ Statutes Section – Resale of Homes
Maintenance Keys & Manual on Timer Box
Board Appointee Information Sheet
Maps of Summerfield Place
Town of Gilbert Correspondence
Bids on Landscaping, Arborist & Wall Repair
Dry Wells
Contracts for Improvements, Summerfield Place
Resignation Letters
Warranty Deeds
Landscaping Contracts
Legal Correspondence
Beck Flow Test Reports ('97, '98, 2002, '03)
Reserve Study Report (2004)
Audits of Summerfield Account ('90, '03)
Insurance Claims & Damage Reports
Meeting Minutes 1994-'95 (file for each year to '03)
Bylaws
CC&Rs
Articles of Incorporation
State of AZ Corporation Commission Report 1996-2004 *(no 2000, '02 or '05)
Petty Cash
Miscellaneous
Attorney Correspondence
Correspondence Receipts
Information Requests
Ownership Transfers
Newsletters
Auto Pay Enrollments
Letters Terminating Contracts

Drawer 4

Deposit slips, stamps
3-ring binder: '90-'93 Meeting Minutes, Budget, Audit, Assessments, Newsletter, Legal
Matters, Picnic, Elections, Address List, CC&Rs, Articles of
Incorporation, Bylaws, Architect Contract, Taxes, Approved Bills
3-ring binder: Architectural Committee, 2002
3-ring binder: HOA Board 1987-'90