

Village of Hartwick Operating Procedures
Official Records Distribution and Categorization

Version 3.0

Jun 27, 2023

Section I – Overview

The Financial Reports and Minutes and all associated documents are a vital part of the management and oversight of the Village of Hartwick (VOH) Board. With the intent to be transparent and provide the confidentiality of individual records this document will categorize all official documents and identify who may review and have a copy of each.

Section II – Benefits

1. This will allow the Treasurer, property manager, and Officers to know which documents are restricted and which are available to the public.
2. Our property manager, currently Cornerstone Properties, has access to all VOH records and documents and this document will define which individuals or entities they may provide copies to.

Section III – Definition of Document Categories

There are four document categories:

1. Confidential – Are those documents that must be confidential to protect the privacy of the homeowner. Only Officers of Village of Hartwick will have access to these documents/records.
2. Restricted – These documents are intended only for the Board for the proper management and voting of issues.
3. Restricted to Homeowners – These are documents/records available to any homeowner.
4. Public – These documents are available to any Real Estate Agent and their potential buyers.

Section IV – Documents and Security Classification

The following list of Financial and other Records defines the document category and those authorized to view and have possession of.

1. Confidential – Provided each month to Officers by the 15th of the month.
 - a. Check Register
 - b. General Ledger
 - c. Aged Receivables
 - d. Bank Deposit Report
 - e. Account Reconciliation
 - f. Bank Statements
 - g. Customer Ledgers
 - h. Details of all individual water bills
2. Restricted - available at time of Board meetings

- a. Summary of Aged Receivables Totals provided by Treasurer (no names just total for each period).
 - b. Summary of any abnormalities in any record without exposing an individual homeowner.
 - c. Approved Invoices.
3. Restricted to Homeowner
- a. All Balance Sheets (copies also available at all board meetings) available at time of minutes.
 - b. All Statement of Operations (copies also available at all board meetings) available at time of minutes.
 - c. Individual Customer Ledger for the property owner – available when requested
 - d. Board meeting minutes – available within 15 days after a Board Meeting
 - e. Operational Processes – available anytime on Cornerstone Properties VOH web site
 - f. VOH Directory – available at annual meeting or as requested
4. Public – available on request
- a. Latest Year-end Balance Sheet
 - b. Latest Year-End Statement of Operation
 - c. Annual meeting minutes
 - d. DCCR's
 - e. Rules & Regulations

Section V – Distribution of Reports

1. The Treasurer will distribute the latest available Balance Sheet, Statement of Operations and Summary of Past Dues (Total Only by period) to the Board prior to all Board meetings.
2. The treasurer will provide copies of the Balance Sheet and Statement of Operations for Homeowners at each board meeting.
3. Cornerstone Properties will distribute All Confidential reports as soon as they are available to the Officers no later than 15th of the month.
4. Upon request from a Realtor or potential home buyer Cornerstone Properties may send those documents categorized as Public. In addition, Cornerstone Properties should notify the Officers of this contact providing the names, phone # and email if known.
5. Any request to Cornerstone Properties by a homeowner for any document categorized as Confidential or Restricted will be immediately referred to the President and Vice President for follow-up.
6. Approved Board meeting minutes should be distributed to all homeowners via email within 15 days following the board meeting or mailed when requested by homeowner.
7. Board approved Annual meeting minutes (full approval cannot occur until next annual meeting) will be distributed to all homeowners by email for those with email addresses on file and via US mail for all others.