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Tides West HOA Archives Committee

Archival Records Report

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Renelle Welch (absent)

February 20, 2010

Today's work

1. Anita brought an additional packet of materials she received from Dick Filion. It contained
 - a. Photographs
 - b. Correspondence
 - c. July 10, 1969 by-laws
 - d. Accretion Rights information
2. The Filion items, the three folders previously banded in orange, the black notebook, and all of the topical folders in the clear box were sorted and organized into previously suggested categories and into new categories.
3. Folders were made for the following topics:

<ol style="list-style-type: none">a. Accretion Rights—this is a very thick folder and will need to be further sorted. In the end, it might need a box folder.b. Annual Meeting and Picnicc. Articles of Incorporationd. Board Membershipe. Controversiesf. Correspondenceg. Covenants and By-Lawsh. Dues—this folder was created, then nothing was put in iti. Historical Summariesj. Loomis Lakek. Membership Lists	<ol style="list-style-type: none">l. Membership Mapsm. Newslettersn. Park and Park Maintenanceo. Park Septic Systemp. Photos—nothing was placed in itq. Plats & Mapsr. President Self-Helps. Problems and Controversiest. Rentals—nothing was placed in this folderu. Special Projects Committee (Good Neighbor)v. WA HOA Legislationw. WA State Annual Reports
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4. Treasurer's Reports that were not attached to minutes were separated and saved. The Committee will ask the Board and Treasurer Shannon Baker about these at the next Board Meeting.
5. Copies of letters to unsuccessful bidders for HOA projects were recycled.
6. As the Committee further organized meeting minutes, they discussed repeatedly what to do with items, such as letters or maps, which are attached to the minutes. They decided that for this first round of organization, the items would be left with the minutes. In this way, the categories mentioned in #3 above can first be determined, then we can go back through the meeting minutes, see where we have duplicates versus where we need duplicates of those attachments, and make a better, more informed decision at that point about what is best to do with whatever is attached to the minutes.

7. Copies of two recorded Statutory Warranty Deeds discovered in this work session will be brought to the next Board Meeting, as this Committee did not know why they would be in Tides West HOA archives.

At end of session, we still have the following to go through

1. Five carry boxes
 - Green carry box 1973-1993
 - Gray carry box 1987-1995
 - Maroon carry box 1994-199
 - Tan carry box 1995-1999
 - Clear box, now containing a Tides West CD and the folders doubled banded in pink: The contents of these folders have still not been reviewed or sorted. The folders are labeled. The 2006-2009 folders were assembled during the January work session. Folders from 1994- 2006 are still completely the folders as received. See the January report for a list of these folders.
2. One turquoise notebook dated 1997-2001

Contents of the oldest found record

Work has begun scanning the items in this folder. Scanned today were

1. The Articles of Incorporation dated July 3, 1969 and stamped approved and filed by the Washington Secretary of State on July 14, 1969. Corporation Secretary Ruth Carter (Crater?) (typed)—now in .pdf
2. By-Laws of the Tides West Community Association dated July 10, 1969 (typed)—now in .pdf

Next steps

- Continue working our way through the boxes, sorting as was done today
- Go back through everything and refine the work
- Scanning of the contents of the oldest folder

Possible categories remaining without folders

1. Elections
2. Insurance, with Policies
3. Drainage
4. Architectural Committee
5. Contracts
6. Housing requirements & mobile home requirements—this seems to have been placed in Problems or in Controversies