

## Tides West HOA Archives Team

### Archival Records Report

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September 18, 2010

#### NEXT MEETINGS:

October 16, 2010

January 22, 2011 (tentative)

February 19, 2011

#### Today's work

1. Assessed our progress.
  - a. Started with 9 file folders, 6 boxes, 3 notebooks, 2 manila envelopes, 1 roll, and a 1"-2" stack of loose papers
  - b. Now have subject folders that fill roughly 2 small filing drawers.
  - c. All that's left to go through before our next step are the 2½ boxes and the roll. Hooray!
2. Received today from Anne Wilson one more file folder labeled Tides West Covenants Committee March 2008-July 2009. It stays as its own subject folder and was added to the list of subjects.
3. Proceeded to sort and empty the 2½ boxes.
4. Created 2 more categories—see separate document for current full list of categories
  - a. Covenants Committee March 2008-July 2009
  - b. Park – Picnic Tables
5. Changed the category "TW Sign on Pacific Hwy" to Sign on Pacific Hwy.
6. Decided to keep records that indicate election results and not to keep individual ballots.
7. We have 9 file folders labeled only with dates to sort. The dates span 1973-1981. The 9 folders are now rubber banded in blue. They will be sorted next time.
8. Anne took the Board Meeting Minutes folder and more materials to sort into it home in the clear box.
9. A green box was returned to Anita. The tan and the gray boxes have been used to store things that go to the Treasurer. (See April 17, 2010 Archives Team Report for what to do with these boxes.) The green and maroon boxes and two notebooks will be taken to the Board meeting in October for disposition. The third notebook, a zippered style, was previously returned to Judi MacPherson.
10. The original Deeds for transfer of Loomis Lake accretion and for the lot that is the Park were found. Both were placed in the "Accretion" folder and will be among the things scanned first.

#### Next steps

- File what Anne brings back that is not Meeting Minutes
- Finish the 9 file folders
- Go back and pull "liens" items given to Treasurer's box by mistake
- Begin the second review, going through each topic folder one by one, organizing chronologically and creating more sub topics as needed
  - The first event in the TW Year is the first Board meeting after the Annual Meeting. The last event in a TW Year is the Annual Meeting.
  - Documents are arranged from oldest at the front to newest at the back.
- Finish scanning the contents of the oldest folder
- Scan the 2 Title transfer documents found during September 18 work session
- Discuss what else should be scanned
- Acquire good and expandable storage