



## SMOKLER TRUESDELL HOMEOWNERS' ASSOCIATION LIST OF ASSOCIATION ASSETS

Section 1.      Purpose. The homeowners' association created this policy to promote an accurate record of all association assets which is important to help ensure that funds are properly accounted for.

Section 2.      Definition of Asset. Typical assets would include items such as but not limited to pavilions, playground equipment, entrance signs, landscaping equipment, computers, image scanners, computer software, etc. Items such as stationary, postage, etc. are not considered assets.

Section 3.      Purchase of Asset. The purchase of all assets shall be approved by the association board and recorded in the meeting minutes when approved. A record of the purchase will be made by the association Financial Secretary following association *Finance Policy* procedures.

Section 4.      List of Assets. A list of association assets shall be developed. The list shall include a description, date of purchase, purchase price, location, date of disposal and revenue/expense incurred at time of disposal. The Association Recording Secretary shall develop and maintain the list.

Section 4.      Publishing the Asset List. The list of assets shall be included in Appendix 1, available to all association members on the association website. A printed copy may be requested from the Association Secretary by association members. A nominal fee of \$0.10 per page plus postage shall be charged for printed copies.

Section 6.      Record Retention. Copies of this policy shall be maintained as described in *Creation, Approval and Amendment of Board Policies*.

Section 7.      Publication and Notification. Notification and availability of this board policy shall be done in accordance with *Creation, Approval and Amendment of Board Policies*.

Appendix 1 – List of Assets



**SMOKLER TRUESDELL HOMEOWNERS' ASSOCIATION  
LIST OF ASSOCIATION ASSETS**

Description	Date Acquired	Price When Acquired	Location	Date of Disposal	Revenue or Expense Incurred at Disposal