



**GVault CODING AND FILING**

**FILING CABINETS**

Below are the filing cabinets (locations) that are used to store all documents and information, for all Associations. Please become familiar with these cabinets, as they are used to specify the locations for coding documents to be filed.

<b>FINANCE</b>	<b>COMMUNITIES</b>	<b>SECURE</b>
Association Documents	ACC/ARB Applications	ACH Form
Audit/Year End Financials	Access/Gate Forms	Application for Lease
Banking	BOD Certificates	Application for Sale
Budgets	Certified Mail	Bank Signature Cards
Contracts	Clubhouse Rentals	Closing Packages
CPA Engagement Letters	Correspondence (Associations)	Document Request
Estoppels/Questionnaires	DBPR Correspondence	Foreclosure
Financials Monthly	Electronic Voting Consent Forms	Legal Correspondence
Insurance_Association	Email Blasts	NSF Check
Insurance_Vendor	Email Opt in/Out Form	Over 55 Form
Meeting Minutes	Homeowner Information	W9 Forms
Proposals	Incident Reports	
Taxes	Mailings to Owners	
	Meeting (Packages/Agendas)	
	Permits/Inspection Report	
	Reserve Study	
	Voting Certificates/Proxies	