

RETENTION AND DESTRUCTION OF OLD RECORDS POLICY

In order to make the Association more efficient and to decrease current operating costs, a record retention policy needs enacted with directives for destruction of certain categories of old documents.

The following records retention policy is hereby adopted by the Board effective immediately.

Official Records/Retained: The only records required to be retained by the Association as its official records are the Articles of Incorporation, the CC&Rs, the Bylaws and all amendments to any of these governing documents, financial records (including without limitation all checks, bank records, and invoices), contracts with third parties, the official minutes of special and annual owners= meetings (and all proxies filed for such meetings) and Board and Committee meetings, owner meeting sign-in sheets, the list of owners= names and addresses, and letters consisting of official communications between the Board or Committees of the Association and owners regarding Association business and issues.

Retention & Destruction of Official Records: The Articles of Incorporation, the CC&Rs, the Bylaws and all amendments to any of these governing documents, the financial records (including without limitation all checks, bank records, and invoices), and the official minutes of special and annual owners= meetings and Board and Committee meetings as identified in section 1 above must be kept indefinitely. All the other documents and records identified in section 1 above must be kept for a period of six (6) years, after which they may be destroyed in the interests of controlling storage costs and record keeping over the long term existence of the Association.

ADOPTED AND ENACTED BY THE BOARD - November 27, 2007